



## **The Willow Club (St Nicholas CE Primary School) Breakfast and After School Club**

### **Parents' Handbook and Terms and Conditions**

#### **ABOUT THE CLUB**

The Club is based in the St Nicholas CE Primary School Hall. The Willow Club has its own outside areas and facilities, but is also able to use the school's outside area, which include the playground, playing field and play trail. The Club is run by the school and provided by the governors. Staff are employed by the school, funded by The Willow Club. Our Club provision is inspected by Ofsted separately to the school.

**Aims:** We aim to provide a safe, caring and fun environment for the children at the beginning and end of the school day. The children will be encouraged to take an active role in the Club by participating in group and individual activities to build independence and resourcefulness.

**What we offer:** We offer a wide range of activities, incorporating cookery, craft, board games, outside play, reading, needlework, art, IT, construction and film. Over the course of the week, a range of activities are provided for children to enjoy.

**Food:** We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

AFTER SCHOOL CLUB - A simple snack will be provided during the session.

BREAKFAST CLUB – Breakfast will be provided for those children who are booked in from 7:30am.

We promote independence, by encouraging the children to help prepare their snacks and to clear away after themselves. Fresh drinking water is available at all times.

**Staffing:** Our staff have significant experience of working with children, and are First Aid trained. All staff members are checked through the Disclosure and Barring System (DBS). All staff have Food Hygiene certificates.

Staff are expected to undertake professional development training.

If you have a query or concern please speak to the school office.

**Policies and procedures:** The Club operates under the school's policies and the same positive approach to Behaviour and rigorous approach to Health and Safety is taken. In addition:

- Parents are asked to sign to give permission for staff to administer any necessary first aid.
- Parents are in agreement to the Late Collection Policy

Should there be any incidents at either Club involving their child, parents/carers will be informed of the situation either at pick up or by phone beforehand.

## **TERMS AND CONDITIONS**

### **Admission**

It is our intention to make the Club accessible to children on roll at St Nicholas CE Primary School. Parents must complete a Registration Form in order to access The Willow Club.

The After School Club is at capacity a couple of sessions a week, so we would encourage parents to book the sessions required using the Arbor App as soon as the dates required are known. The club is operated on a first come, first served basis.

**Re-enrolment** is required annually and a new signed registration form should be completed before any child's booking for the new academic year can be processed.

### **Booking procedures**

Bookings and payment for The Willow Club are made through the Arbor App.

If you are not able to book a session it is possible it is already fully booked.

Bookings can be made in advance up to a minimum of two whole days before the required session. For example to book a session on a Monday it must be booked using the Arbor App by at least the Friday before.

Please book your sessions as early as possible to avoid disappointment.

For information on how to use the Arbor App please refer to our school web site.

### **Payment of fees:**

Registration with the Club is free.

The fees and timings for sessions are set out below:

<b><u>Breakfast Club</u></b>	<b><u>Cost per child</u></b>
7:30am - 8:30am – includes breakfast	£5.00
8:00 am - 8:30am	£2.50
<b><u>After School Club</u></b>	
3:10 pm -4:00pm includes snack	£5.00
3:10pm-17:00pm	£10.00
3:10pm-17:30pm	£12.00

Fees are payable in advance and should be made using the Arbor App when sessions are booked. Childcare Vouchers can also be used to pay – the school will credit the child's account when notification of payment has been made by the childcare voucher provider. Sessions cannot be booked until the account has been credited.

The price per session is payable for all sessions including when your child is sick, or on holiday, or if you have made an alternative arrangement for pick up (regardless of the

amount of notice given). There is no provision on Bank Holidays, TD Days, and school holidays.

The club aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. If you have difficulty paying fees, please speak in confidence to the school Finance Officer.

**Emergency attendance.** In an emergency, please contact the School Office who may be able to accept a last minute booking phone on 01980 610401 before 2.30pm. **Please aim to pay on the day of ad hoc attendance or as soon as possible afterwards.**

### **Changes to days and cancelling your child's place:**

Changes to sessions booked should be made using the Arbor App. A minimum of two whole days' notice is required. Please note that no refunds will be made but credit will be given for any sessions pre-paid and then cancelled. It is also possible to amend the sessions booked again using the Arbor App providing it is prior to at least two days before the session. For example to cancel or amend a session already booked for a Monday, it must be actioned on the App by the Friday before.

**Temporary changes:** Please remember that we need to know if your child(ren) will not be attending for any reason. Even if you have informed the school, you will still need to inform the school office. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

### **Attendance Procedures**

**Arrival: For Breakfast Club:** Please bring children and their belongings round to the Willow Club door to the right of the main entrance and a member of staff will let you in.

**Arrival: For After School Club:** Children should collect all their belongings from their cloakroom at the end of the school day and wait with their class teacher/member of staff until they are collected by a member of Club staff when a formal register will be taken.

**Pick Up:** Children should always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by the expected named person, a password system will be adopted. These passwords will be recorded upon initial registration and recorded in a confidential file.

When you come to pick up at school, please ring the bell, so that you can be let in to school by a member of Club staff.

**On School Site:** Once children have been signed-out of the Club they become the sole responsibility of the adult who has collected them.

**Late Collection:** The full session at the Club finishes at 5.30pm. The first session of After School Club runs from 3.10pm to 4.00pm. If you are delayed for whatever reason please telephone the Club to let us know. A second session will be charged for children collected

late who have only been booked on the first session. The late collection policy will be charged for each child not collected on time.

**Emergency Contact:** The emergency contact number for the Club is the normal school number **01980 610401**. The After School Club will answer calls out of normal school hours.

### **Safeguarding and Child Protection**

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national safeguarding procedures and ensure that all staff are appropriately trained.

### **Equal Opportunities**

The Club is committed to equal opportunities as stated in the school's equal opportunities policy. However, at this time, we are unable to accommodate any child that requires one-to-one care.

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