



Information for Parents/Carers

All parents will be required to fill out a registration form for the child/children, detailing any special requirements that the co-ordinator needs to be aware of. Once joined a promise and collection form will need to be completed.

The breakfast and after school club operates an admissions policy please ask for details using the email address supplied.

As an Ofsted registered provision parents will be able to claim their childcare costs alongside their tax credits (if eligible) or employer childcare voucher scheme.

Children are not allowed to leave the after school club unless accompanied by their parent/carer/nominated collector who are known to staff and appear on the collection form.

Children should be collected promptly. If a parent/carer is unable to collect their child/children, they must inform the co-ordinator as soon as possible by email. No child will be allowed to leave the premises with person or persons unknown.

All sessions must be paid for a half term in advance. If there are fees outstanding at the end of the half term then your child's place will not be held for the following half term. You will need to join the waiting list until a place is available and the debt has been repaid.

48 hours notice must be given if a child will not be attending a booked session (this will need to be done via the club email address jenny.relland@acexcellence.co.uk) to avoid a charge. If less than 48 hours notice is given charges will still be eligible.

If your child has had a contagious condition, please follow the school guidelines.



Collaton St Mary C of E Primary School

Breakfast and After School Club Parent's Handbook

To book a place please contact Jenny

Email: jenny.relland@acexcellence.co.uk

Mission Statement

Aims

We aim to provide the children with a happy, safe, warm and stimulating environment where they are able to play, learn and develop freely.



Objectives

We will do this:

- By providing a programme of activities that is interesting, educational, stimulating and fun
- By encouraging children to take a responsibility in their club and participate in the programme planning
- By listening and responding to the views and concerns of the children, parents, staff and governors
- By promoting a positive relationship with parents/carers and work in partnership with them to provide a high quality play provision
- By ensuring that the club is accessible to all children attending the school
- By providing a staff team that is experienced, well trained and hold an up to date Enhanced Disclosure & Barring Service Check
- By carrying out regular monitoring and evaluation of our services to ensure the club continues to meet the needs of children, parents/carers and the school.



Times and Fees

Fees will be charged per session as follows:

Breakfast Club £2.50 per child

After School Club £6.00 per child

Breakfast Club Monday to Friday 8:00am - 8:50am.
The after-school club will run from Monday to Friday
3.15pm - 5.30pm during term time.

If children are late being collected from the ASC charges will apply at £6.00 per 10 minutes.

Pledge to Parents/Carers

We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work, have a chat or take part in activities
- Keep you informed of opening times, fees and charges, programmes of activities, policies and procedures
- Be consistent and reliable
- Share and discuss your child's achievements, experiences, progress and friendships
- Ask your permission for outings and special events
- Listen to your views and concerns to ensure that we continue to meet your needs

