

### **Attendance**

If your child is unable to attend a session for whatever reason, please inform the school office as soon as possible so we have an up-to-date session register of who is attending.

### **Contact details and drop off/collection**

On joining the club you will be required to complete a form giving details and names of all those people who may collect your child. **These details must be kept up to date.**

The children must be dropped off or collected by a parent/carer or other **adult** authorised by you unless by prior agreement with the Executive Co-headteachers. We will not release your child to an adult for whom we have not been given permission.

### **Signing in/out**

You will be required to sign your child in/out on the session register. For collection at the After School Club, we would also ask you to also note the time of collection on the register. Please inform the school office/Play leader if your child is to be collected by someone other than yourself.

### **Cancellation notice**

Should you no longer require a place for your child at Sticklepath Before and After School Club, we require 4 weeks' notice of cancellation.

### **Administration**

All Club administration is done via the school office. If you would like to register your child, book sessions or you have any queries relating to payment of fees, please contact the school office.

Contact details: 01271 342455  
[admin@sticklepath.org.uk](mailto:admin@sticklepath.org.uk)



# **Sticklepath Breakfast and After School Club Information Leaflet**

Contact No: 01271 342455  
Email: [admin@sticklepath.org.uk](mailto:admin@sticklepath.org.uk)  
OFSTED Registration Number: 146095

## Opening Times

The club runs every week day during term time at the following times:

### ***Breakfast Club: 7.30am – 9.00am Main Hall***

Your child can be brought in at any time during the session. At the end of the session the children in Nursery, Reception and Key Stage 1 will be escorted to their respective classrooms and left in the care of their teachers. Key Stage 2 will make their own way to their classrooms. Breakfast is served until 8.20am.

### ***After School Club: 3.00pm – 6.00pm Children's Centre***

At the end of the school day, Nursery, Reception and Key Stage 1 will be collected from their classrooms. Key Stage 2 children will make their way to the Children's Centre. A register will be taken at 3.25pm. If your child has not arrived by 3.30pm the Play leader will proceed to ascertain their whereabouts. Your child may be collected at any point during the session.

## Activities

During the *Breakfast Club* session your child will have the opportunity to:

- Have a breakfast of toast/cereal and fruit juice. Water is available at all times
- Play with a variety of games and toys
- Colour/draw etc
- Read a variety of books
- Relax and chat with friends

During the *After School Club* session your child will have the opportunity to:

- Have a hot or cold snack e.g. pasta; soup; crumpets; fruit etc
- Play with a variety of games and toys
- Colour/draw etc
- Read a variety of books
- Enjoy a range of craft activities
- Listen to music
- Watch a video/DVD
- Play outside
- Play circle time/group games
- Relax and chat with friends
- Complete homework

## Staff

Each session is supervised by a Play Leader and two Play workers depending on numbers. All our staff are appropriately qualified, including First Aid Training.

## Fees and Booking

The club accepts 24 children per session. Bookings must be made via the school office. **Priority will be given to those children attending every day.** If the club becomes full for a particular session, children will be placed on a waiting list and parents/carers will be contacted once a place becomes available.

One off bookings can be made via the school office. These places are subject to availability.

### **All bookings must be made in advance via the school office.**

For pre booked sessions, you will be billed at the beginning of each half-term via "My Child at School" (MCAS) the schools online payment system. All fees must be paid by the end of each half-term. Payment must be made online via MCAS. The school does not accept cheques. If you have not yet registered for MCAS, please contact the school office.

### **One off sessions must be paid for at the time of booking.**

Fees per session are:

*Breakfast Club:* £3.75 per child

*After School Club:* £7.00 per child

We do accept childcare vouchers provided by your employer. Please ask for further details.

**All booked sessions must be paid for, even if not attended.** The only exception will be for school related activities. In these cases, parents will be credited the amount towards the next invoice.

**We charge £5.00 for every 15 minutes or part thereof for late collection of children after 6.00pm. This is to contribute towards staffing costs.**