



# South Molton United C of E Primary

## Wrap Around Childcare

### Breakfast Club and After School Club

#### **Aims of the Clubs**

To provide good quality childcare to the pupils of our school aged from 4-11. We can take up to 20 children at any one time and we have experienced staff members to look after your child. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that we have a safe, happy environment for them to spend time.

Children and parents are encouraged to give us feedback on the service we provide so we can improve them. We see our clubs as social opportunities to encourage healthy eating and play. The children will sit together at breakfast club and once everyone has finished then quiet activities and play will take place to keep children calm before starting the school day. The breakfast will consist of cereals, toast with various spreads with a drink.

Afterschool club will provide a snack of toast/crackers with various spreads, a drink and fruit. Activities will include:- art and craft, sport, gardening, cookery, needlework, homework area, films, outdoor play and sports etc.

#### **How we Work**

The Clubs will run in our D & T room or outside if weather permits.

#### **Opening times**

We are open every weekday during term time, excluding inset days.

Breakfast Club 8.00 – 8.30am please come in via the main school entrance and press the intercom buzzer which is connected straight to the club room.

Afterschool Club – 3.00-5.30pm again please collect from the main entrance using the intercom.

Registers for the clubs will be taken each day which will be cross referenced with the parents booking forms.

#### **Cost**

Both Clubs have a fixed cost. These costs do not change if you arrive late or collect your child early.

Breakfast Club is £2.00 per child per session for breakfast and activities.

Afterschool Club is £5.50 per child per session for a snack and activities with a discounted amount to £3.00 for siblings.

Booking is to be done online through the school comms system. This can also be done on your mobile phone if you download the school comms app. Payment is required at the time of booking. We do accept childcare vouchers and if you wish to pay by vouchers please contact the school office so we can set you up on the system for this. We do not offer credit and reserve the right to refuse further bookings if the full fee is not paid. If you have payment difficulties please speak to Hannah or Jean in the school office.

### **Cancelling Bookings**

If you wish to cancel a booking we require 24hours notice so you do not incur charges. This can be done through the school office.

### **Registration Form**

If it is your Child's first visit to the club please complete a registration form. This can be downloaded from the website. Please ensure that this form is handed into the school office before your child attends a club for the first time.

### **Policies**

The club will run under the school policies. This includes the behaviour policy and the Safeguarding policy. All school policies are available to look at on the school website <http://www.smups.devon.sch.uk>

### **General**

Please enter Breakfast Club via the main reception and press the intercom buzzer.

Collection for the afterschool club will again be through main reception.

Terms and conditions form part of this document, please read and by signing the registration form you agree to these terms. Please use this form to give us full information about your child.

We are always open to new ideas and suggestions or thoughts regarding our clubs as we appreciate feedback. Likewise if you have any concerns or questions please do come in and talk to us.

### **Contact Details**

Jane Innalls, Kate Long and Jo Morgan, Play Leaders

Hannah Cumings or Jean Dennis Admin Support

01769572656 (8.00am-3.45pm)

[admin@smups.devon.sch.uk](mailto:admin@smups.devon.sch.uk)

## **Terms and Conditions**

### **Places**

Places are to be booked online and payment made at the time of booking via the school website [www.smups.devon.sch.uk](http://www.smups.devon.sch.uk) payment tab or via the school gateway website [www.schoolgateway.com](http://www.schoolgateway.com) . You will need to register as a new user if you have not already used the school gateway payments system before. For further help information on how to use the system please refer to the help section on the website or phone the school office if you are having difficulties. Please note if it's the first time your child has used the club you will need to complete the registration form on our school website under the ASC/Breakfast Club tab (this form only needs completing once). If you book online less than 24 hours prior to the required session please contact the school office on 01769572656 to let us know as this helps us in making sure staffing arrangements are correct.

### **Charges**

The cost is £2.00 for Breakfast Club and £5.50 for afterschool club. £3.00 for siblings after school club. There is no reduction in cost for late arrival or early collection. Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you give 24hrs notice to the school office. The school office will cancel the session.

### **Intro into school**

The children will be taken to the playground or classroom just before the start of the school day.

After school your child should make their way to the D&T Room for the Afterschool Club where they will be ticked off on a register. Please ensure your child knows when they are attending the clubs.

### **Behaviour**

Behaviour by any person "on site" considered by the Head Teacher or Play Leader to be unacceptable and inappropriate will not be tolerated. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child and adult) at all times. See behaviour policy on our website.

### **Confidentially**

All information exchanged by a person involved with the club will must be kept confidential.

**These clubs have to be financially viable to run, if we have insufficient numbers the costs may have to be increased or the club will have to close. So please support the clubs if you can.**