

Charges



	Hours	Cost per child	Refreshments
Breakfast Club	7.30am -8.45am	£5.50	breakfast /drink
After School Club	3.15pm —6.00pm	£7.00	snack/drink
	3.15pm —4.30pm	£4.50	
(following school clubs)	4.30pm—6pm	£5.00	

Payment is taken on Pay360 or Childcare Vouchers Payments must be made within 2 weeks of the beginning of every term. A reservation fee of £20 is taken at the end of the Summer term, for places required in September. This allows us to ensure we have an adequate ration of staffing in place for the new academic year.

Breakfast and After School Club Information Booklet

Club Leader : Mrs Tracey Rogers

Deputy Club Leader : Miss Katarina Khatun

Club Contact number : 07702952832

Email :trogers@stbartsmat.co.uk

Our Club

We are committed to offering our families a high quality option when choosing before and after school club care. We are based in the school dining room.

We provide :

- * Breakfast club from 7.30am to 8.45am, we will then take your child to their class.
- * After school provision from 3.30pm to 6.00pm.
- * Care for children from 3 to 11 years of age.
- * A safe, caring and stimulating environment with qualified and experienced staff.
- * Active fun and relaxation, making the most of our indoor and outdoor space.
- * Healthy breakfasts and snacks (all dietary needs met).

To join:

- * Complete a booking form, a registration form, and an emergency medical treatment form.
- * Sign the Code of Conduct. We expect considerate behaviour to all staff at all times.
- * Pay the required fees by the required date every term.

All forms are available from the office or the club.



Cancellations , Collection and Punctuality

Appropriate staffing depends on the number of children we cater for. This is calculated on a term by term basis. Therefore we are unable to give refunds within a paid half term, unless there are exceptional circumstances. If possible, places should be booked for the coming half term. Unfortunately we are unable to give refunds should your child be absent.

We are also able to cater for children on an “ad hoc basis”, but please provide 24 hours notice if possible. If someone not known to us is going to collect your child, please let us know as soon as possible, and a security password will be arranged.

If you are late collecting your child, some charges may apply.

Safeguarding

We follow Woodfield Schools safeguarding policy and procedures. Every child’s safety and well being is paramount to us, and we promote a culture of openness and vigilance.

Our designated Safeguard lead is : Mr Philip Salisbury (Headteacher). It is essential that you inform us of any changes of phone numbers or contacts, in case your child is unwell, or we need to contact you in an emergency.

If you need any further information, or need a copy of our Registration forms please see Mrs Rogers or call into the School Office.

