



**Before and After School**

**Club Information**

## **St Mary's Before and After School Club Information**

St Mary's Rising Stars Club provides before and after school activities for children aged 4 – 11 years in a safe, happy environment supervised by experienced staff. The ratio of staff to children is 1 adult to 8 children and all staff are first aid and safeguard trained.

### **The Staff**

Mrs Michelle Tetto- Pretti and Miss Bothwell – Club Assistants

We provide a varied programme of activities that includes:

- arts and crafts
- sports
- cookery

### **The setting**

The club will be primarily based in “The Den”, where a quiet area is set aside where children can read, rest or complete their homework. Recreational and educational activities will take place, both inside and outside the building. The club staff, supervise the children at all times during club hours until their parent or carer collects them.

We provide healthy snacks and refreshments in the After School Club, which are included in the session charge. The club runs every day during school term times

### **Collection and drop off**

#### **Before School:**

Parents will need to bring their children to enter the club via the Den door external entrance. The staff will supervise the children and send them to their classes on time for registration at 8.50am.

#### **After School:**

The staff will have a register of children and will start the session with a quiet gathering ensuring all children are present. Children attending a separate school activity will be collected by staff at the end of their session, if they are to continue with the care facility afterwards.

When children are being collected they will be signed out via the Den Door by a member of the Club Staff. If you arrange for any other person to collect your child the After School Club must be notified in writing.

## **Payments**

To ensure the smooth running of the provision we ask that fees be paid using the parent pay site. If you have completed the registration form and you need to make an emergency booking you will be invoiced on parent pay but must call the office to make the booking.

### **Before School Club**

**8am to 8.50am - £4.50**

### **After School Club**

**Session 1 - 3.00pm to 4.00pm £5.50**

**Session 2 - 4.00pm to 5.00pm £5.50**

Payments to be made on parent pay, we are a paperless school.

Please note that until payment is made your child's place will not be reserved.

**The club reserves the right to cancel sessions in exceptional circumstances.**

## **Communication**

Please contact the school office staff to advise of any changes in arrangements or if you have any queries.

Mrs King or Mrs Bergendorff, will be pleased to assist you and can be contacted on:  
**The School Office on 01295 660258 between 8.30am and 3.00pm**

Outside of these hours in the event of no one being available to receive the call messages can be left.

## **ADMISSIONS AND TERMS OF MEMBERSHIP**

The following rules have been devised to ensure the smooth running of the club, to avoid problems, to keep the children safe and ensure they all have an enjoyable time. Failure to follow the rules may result in membership of the club being terminated.

1. The club is open to all children aged 4 to 11 years old who attend St Mary's Catholic Primary School, and is open term time only.
2. All children must be registered with the club before they attend.
3. All regular bookings made must be paid for using Parent pay.
4. Priority will be given to regular bookings.
5. Casual bookings cannot be guaranteed a place. 6. Payments should be made by Parent pay.
7. Fees will not be charged if the club is not open.
8. Equal Opportunities – the club is available to provide care for all children regardless of gender, cultural background, disability or religion and we will respect everyone attending the club.
9. Collection – your child will not be allowed to go home without a parent/carer or someone appointed by a parent/carer. We will always contact you if we are unsure of the person collecting your child. Always advise us if someone different is collecting your child and ensure emergency contact numbers are kept up to date.
10. It is essential that you inform us if a child is going to miss a booked session. This helps to avoid delays to the start of a session. You will still be charged for the usual rate that applies.
11. All children must be collected from the After School Club by 5pm. There will be a late collection fee of £5 for every 10 minutes after this time. If a child is not collected by 5.30pm and we cannot contact anyone on the registration form Social Care will be contacted.
12. We hope your child has an enjoyable time with us. We expect them to be respectful and courteous to each other and the club staff. They are expected to follow any instructions that are given to ensure the safety of everyone. If there are any persistent problems the club leader will discuss this with the parent/carer of the child.
13. One month's notice, on either side, is required to terminate membership of the club.
14. If you consistently book places which you do not use, St Mary's Rising Stars Club has the right to withdraw the offer of a place.
15. Please discuss any day to day problems with the school office.

Thank you for your assistance in helping to ensure the club is an enjoyable and safe place for your child.