



CHARLIE'S AFTER SCHOOL CLUB

Essential information for Parents and Carers

Wrap Around Childcare Leader: Mrs. Vicky Chenoweth

Club Email Address: charlies@mount-charlessch.org

Our Club runs as part of our provision for the children attending Mount Charles Primary School. It operates within the ethos, aims and guidelines of the school. (A detailed policy is always available via the school office.) However, it differs from lessons and other club times in that its emphasis is on providing good quality **playcare** for your child before and after a busy day at school.

What Happens Between 7:45am and 8:30am?

Parents can drop children into the small hall to Breakfast Club from 7:45am. The children will get a light, healthy breakfast and drink and spend their time playing from their choice of activities, including colouring, Lego, reading, jigsaws etc.

What Happens Between 3 and 6?

The children booked into the club are to go directly to the small hall where they will be registered at 3p.m. Mrs. Chenoweth will collect very young pupils, as necessary, from classes and take them to the small hall. Children arriving after clubs will go straight to the small hall.

The children will get a light, healthy snack and drink and spend their time playing from their choice of activities, including floor games, craft, reading, role play, Wii etc. Special activities will also be organised, making use of our playgrounds, learning centre and practical room. There will be a quieter spot for reading or doing homework if they wish.

What About Safety?

Our Health & Safety policy includes risk assessing all activities. At least one of the staff will be a qualified first aider. All incidents will be recorded and reported to the person collecting your child, using a written form. If an incident requires emergency services we will contact them and you simultaneously. **YOU MUST ENSURE WE ALWAYS HAVE UP-TO-DATE CONTACT DETAILS.** You will be asked to complete a registration form prior to your child attending which will be held confidentially by the club.

Expectations

We want the children to enjoy their time at Charlie's and expect staff to be polite and reasonable. In turn, we expect sensible behaviour and good manners from the children. We will inform you of any poor behaviour and reserve the right to refuse places to poorly behaved children. If you have any concerns or a complaint, these can also be addressed to Mrs. Chenoweth or Mrs Bunting.

How Much and How Long?

Breakfast Club will run from 8am till 8.30am and the cost is £3 per session.

After School Club offers three sessions 3-4 p.m., 3-5 p.m. and 3-6 p.m. daily. The costs are £3.50: 3-4 p.m. £7.00: 3-5 p.m. and £11.00: 3-6 p.m. If your child attends another school club then we would book them in from either 4-5p.m. or 4-6p.m. There is a half-price reduction for siblings (if attending together).

How Do I Book a Place?

We offer 16 places in any session. You are required to complete a registration form outlining required sessions before your child can attend. Bookings outside of pre-booked sessions can be made at the office **(we can not guarantee a place for your child if the booking is not made in advance)**.

Please do not assume there will be spaces – book in advance and always check if making a **short notice** booking.

In an emergency, if you think you are unable to collect your child by 6.00 p.m., please telephone the school. An additional charge will be levied if pupils are collected after this time.

How Do I Pay For Sessions?

Parents must pre-book sessions on the registration form and then pay in advance through ParentPay. Late bookings or one-off sessions can be paid for after the session through ParentPay. **Unless cancelled a week in advance booked sessions will be charged for.** Further bookings will not be accepted if money is owed from the previous week.

Family credits can be claimed towards payment. For help with childcare costs contact the Inland Revenue & Customs Helpline on 0845 3003900. A guide can also be viewed at the club or school office.



QUICK REFERENCE



- Club Email Address: charlies@mount-charlessch.org
- Location: Small Hall, Mount Charles Primary School.
- A registration form must be completed before your child can attend.
- Bookings must be made in advance by completing the registration form. Last minute or one off sessions can be booked at the office.
- Always book in advance – never assume a place.

- The costs are:
7:45am – 8:30am £3.00
3:00pm – 4:00pm £3.50
3:00pm – 5:00pm £7.00
3:00pm – 6:00pm £11.00

There is a half price reduction for siblings attending the session together.

- Children meet Mrs. Chenoweth at 3 p.m. in the Small Hall or go directly there after clubs etc.

The club runs during **term time** only, and excludes INSET DAYS and holidays. There are a number of local providers of holiday clubs.

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