



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

To alert staff to your arrival / collection, please call: 07312 829 099

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 8:30/8:40am?

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 2:55 and 5.30pm?

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. (During Covid-19 children will be collected from their classrooms.)

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 etc. Special activities will also be organised, making use of our playgrounds. 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 and afterschool club sessions are:

7:45am – 8:30/8:40am	£3.50
2:55pm – 4:30pm	£4.00
2:55pm – 5:30pm	£8.50

Please note, charges apply per child per session.

Please note, children collected after 5.30pm will be charged a late collection fee of £10 per child. This fee covers the overtime for the two members of staff on duty. Persistent late collection will result in our Wraparound Care service being withdrawn.

How Do I Book a Place?

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.

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

How Do I Pay For Sessions?

Parents must pre-book sessions on the registration form and then pay in advance through ParentPay. Unless cancelled by 11am on the day of the booking, booked sessions will be charged for

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.