

St. Joseph's Catholic Primary School



EXECUTIVE HEADTEACHER: MRS. S. FRASER

CHAIR OF GOVERNORS: MRS. C. HORSLEY

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Breakfast and After School Club Agreement and Club Rules

General Information

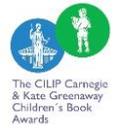
St Joseph's Catholic Primary School Club provides out of school activities in a safe happy environment, supervised by professional, experienced staff. The sessions will be led by a minimum of a Level 3 Teaching Assistant and breakfast/after school club staff. It is open during term time only, from Monday to Friday between 7:40am and the beginning of school and from the end of the school day to 5:30pm. St Joseph's Club is situated in the hall or a dedicated classroom. Parents can access the club by the main entrance down the church path.

The Head Teacher, Senior Leaders and Governors are committed to provide out-of-school care for the children of St Joseph's Catholic Primary School. Please note that St Joseph's Catholic Primary School accept no responsibility for children on school premises not attending St Joseph's Club.

St Joseph's Club must be self-financing. All running costs must be met from fee income. Any profits made after costs will be ploughed back into St Joseph's Club for the benefit of the children, surplus funds will be used to support school activities and curriculum. Children attending St Joseph's Club will be supervised at all times, with the staff acting in loco parentis. The Club exists primarily for pupils of St Joseph's Catholic Primary School and 3 year olds from the Nursery.

The number of children attending St Joseph's Club and supervision levels at any session will be in accordance with Ofsted guidelines. The club will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

The varied programme includes arts, crafts, sports, cookery, recreational and educational activities including laptops and film club. An area for home learning or reading will be provided. Club staff supervise children at all times during Club hours, until they are collected by their parent/carer (or named substitute). All children must be collected from the club and are not permitted to walk home on their own.



Breakfast Club

The Breakfast Club starts at 7:40am. Children should be brought to the main school entrance by 8:00am at the latest. There is a bell for safeguarding reasons and you will be required to ring the bell for entry. For health and safety reasons and insurance purposes, no child will be allowed into Breakfast Club before 7.40am. No child can be left unattended on school premises (including the playgrounds) before 7.40am. Toast, cereal and a drink will be served daily. The children must stay in the club until they are escorted to their classroom at 8:50 am.

After School Club

The After School Club session starts at 3:15pm and finishes at 5:30pm during normal school days. Children are collected from Foundation Stage and KS1 at the end of the school day, registered and escorted to the Club. Children from KS2 will meet Club staff in the hall, where they will be registered. The children must stay in the club until they are escorted to the main entrance to meet parents/carers. A healthy snack and drink will be served for children staying after 4.15pm each day. Children eligible to join St Joseph's Club are 3-11 year old pupils.

Fee Structure and Booking Arrangements

Places can be booked for regular use on one or more days per week, OR (subject to available places) occasional/one-off bookings may be made, giving a minimum of 24 hours notice. Parents who use the club regularly may make late bookings subject to staffing arrangements and this must be done by 2:30pm on the same day for the After School Club or 2:30pm the previous day for Breakfast Club. Cancellations must be made 48 hours in advance, or the full fee will be chargeable.

Bookings are made by completing a Registration Form, Booking Form and Agreement which is available from the school office or the school website. Payment must be made in advance using ParentPay. Office staff will confirm bookings.

Regular Attendance Fees are payable monthly in advance. Ad hoc bookings must be paid at the time of booking. Parents who have two or more children attending and pay £60.00 or more a week are entitled to 10% discount if their bill is paid in full by the agreed date. **No place can be allocated without booking form and payment.**

A regular booking is a booking made for a minimum of half a term and paid in advance by the date shown on the bill. The casual rate will apply in all other circumstances. Refunds will not be given for sickness or any other absences. Payments are to be made by ParentPay. Reminders will be sent out if payment is not made.

Persistent non-payment will result in place(s) being withdrawn.

The cost of After School Club is £5.50 per day.

The cost of Breakfast Club is £2.50 per day.

Late Pick Up

A £6 charge will be payable if you are late to pick up your child from the After School Club. The school incur extra staffing costs beyond 5:30pm. Parents are asked to telephone St Joseph's Club if they are going to be unavoidably late after 5:30pm. However, if parents are late on a regular basis (more than twice) after 5:30 pm they will receive a warning letter firstly and then if this continues, their places at Club may be withdrawn.



Tax Free Childcare Scheme

The Club is registered with the Government Tax Free Childcare Scheme. Under this scheme, you can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you register for Tax-Free Childcare, the Government will pay £2 for every £8 you pay your childcare provider via an online account. You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave.
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £139.52 if you're over 25.

For further information about this scheme, including how to apply, visit the webpage below:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

Permanent Cancellation

Notice of cancellation of a St Joseph's Club place must be notified half a term in advance, in writing, for regular bookings. Cancellation outside this period will involve a forfeit of fees paid.

Refreshments

St Joseph's Club will provide toast, cereal and a drink for children arriving before 8:00 am. Soft drinks and healthy snacks will be provided at the after school session for those staying after 4:15pm. If your child is staying after 5:00 pm and you want to send additional packed tea, the staff will keep it in the fridge if you require.

Disciplinary Matters

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the Deputy Headteacher or Headteacher and if it cannot be resolved, the child may, at the discretion of the Governing body, be asked to leave St Joseph's Club. No refund will be made.

Sicknesses, Accidents, First Aid & Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

St Joseph's Club operate under the same procedures as St Joseph's Catholic Primary School and at least one member of staff at each session is paediatric first aid qualified and has a food hygiene certificate level 1 or 2.

Please Note:

The registration form contains an authorisation giving the club manager/play leader permission to act "*in loco parentis*". If the parent/carer cannot be contacted in time, the club manager will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation please indicate on the registration form. St Joseph's club cannot accept any child to attend a club session unless a



completed signed registration form is submitted by the parent/carer. All accidents and emergencies are entered in the accident log. Please retain this information for your use.

Contact

To contact the Club Manager to advise any change in arrangements (e.g. child’s absence from the club, likely delay over collection of a child) or for any other reason, please ring the following telephone number:

School Office between 8am and 4pm: 01207 232624
St Joseph’s Club before 8am and after 4pm only: 07823 815101

Correspondence can be sent to the Club Manager c/o the school office or by email to stanleystjoseph@durhamlearning.net.

Mrs S. Fraser
Executive Headteacher

CHILDCARE PROVISION AGREEMENT

I confirm I have read and agree to the Childcare Provision Agreement and Booking Terms and Conditions and have attached a completed Registration Form and Booking Form.

Child/Children’s Name:

Parent’s Name:

Signature:

Date:

FOR OFFICE USE ONLY:

Received By: Name:

Signature:

Date:

