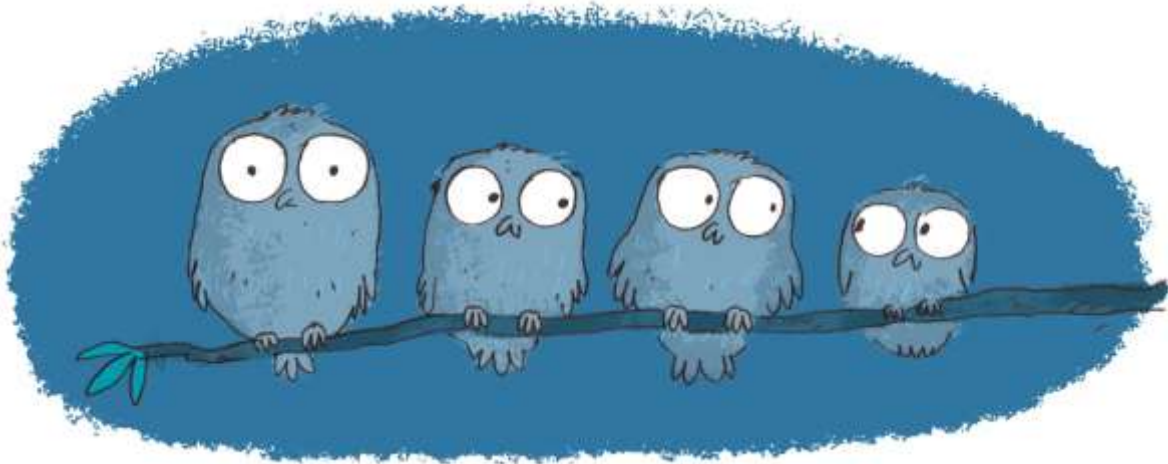




Slimbridge Primary School

Breakfast and After School Club Prospectus

**Early Birds Breakfast Club
&
Owls After School Club**



Slimbridge Primary School Breakfast and After School Club provides a daily out of school hours care for children in Reception to Yr 6.

Early Birds & Owls provides a warm and safe environment where children are happy and receive stimulation levelled at their age and development. The children are supervised at all times by qualified and experienced staff. Children are expected to behave appropriately and maintain the school key values whilst attending both Early Birds & Owls Out of Hours School Clubs.

Partnership with Parents

Your needs are very important too. In order to quality assure the Out of Hours School Clubs your feedback and comments on all aspects of the Club are welcomed. From time to time we will issue a survey to obtain your feedback on the club so that we can improve the service we offer you and your child. Our policies and procedures are always available for you to view.

The ratio of children to play assistant is maintained as low as possible dependent on need, this means we can observe the children daily in the activities they take part in, their progress and achievements and will assist them with any challenges. The play leader will record this and discuss progress with you at intervals or more frequently if the need arises.

Partnership with Children

Children are involved in the Out of Hours School Club decision making as much as possible. Children are involved in creating the activities programme and in producing a list of Club rules for behaviour and dealing with bullying. Children are encouraged to share their ideas and to make suggestions on improving the Club; they will be praised for maintaining the school values. The play leader will always make time to listen to and talk with your child. If children's behaviour is inappropriate they will be asked to sit out with a member of the school staff and this will be discussed with parents.

Food and Nutrition

After School Club provide a nutritious snack for the children. Foods from different cultures will feature, especially around the time of festivals and as a means of raising awareness of different cultures. Snack time is an opportunity to sit down together and talk. We encourage children to help each other and practise independence skills.

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. The cost of snacks is included in the club's fees. All dietary needs can be accommodated. Please notify us if your child has any special dietary requirements or allergies.

Fees

Out of Hours School Clubs sessions:

Early Birds: 7.30am – 8:45am Monday, Tuesday & Wednesday.

8.00am – 8.45am Thursday and Friday.

Owls Club: 3:00pm – 5:30pm Monday – Thursday, 3.00pm – 4.30pm Friday, excluding Bank holidays and school closures.

Daily rate:

Breakfast Club £3.50 per standard session (45 minutes). £4.00 for short notice attendance (which will only be allowed if staff ratios are maintained).

After School Club Daily: £8.00 per standard session. £9.50 for short notice attendance (which will only be allowed if staff ratios are maintained).

Sessions book up early and we always recommend you book for a whole term to avoid disappointment.

Slimbridge Primary School accepts a wide range of Childcare vouchers schemes. Please speak with Mrs Elliott if you wish to arrange this.

Fees are payable termly in advance via Parent Pay. **A late fee charge of £1.00 per minute will be applied for children who are not collected by the end of the session.** Please note that this is to act as a deterrent.

We regret that there will be no discount for absence, sickness or personal holidays taken during term time.

Fees will be reviewed annually and parents will be informed a month in advance of any changes. Please provide four weeks written notice should you wish to withdraw your child from the club.

You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained through www.hmrc.gov.uk/taxcredits or call the Tax Credit helpline on 0845 300 3900

Admissions policy

Admissions will be based on a first come first served basis.

You and your child are welcome to view the club. Appointments can be made by contacting Mrs Elliott on 01453 890216.

Arrivals & Collection

Please ensure that children are signed in and out of sessions and staff are aware of the child's arrival or departure. Children will not be allowed into the school building prior to the session start time, to allow staff to undertake health and safety checks and set up.

Children can only be collected by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection. We must also have the permission in writing from the parent/guardian. The person

collecting the child may be asked for identification. If the person collecting is going to be late picking up their child please notify the office as soon as possible. If the school is not notified, then the Uncollected Child Procedure will be activated, see policy file in the office. No child is allowed to leave the club alone at the end of a session.

Absence

Please notify us if your child is going to be absent from the Club.

Accidents & Incidents

Any accidents or incidents involving your child will be recorded in our accident / incident register. You will be notified asap informing you of the treatment administered or action taken and given a copy for your own records if further action is deemed necessary.

Medicine and Sickness

To reduce the spread of illness and infection we request that you do not bring your child to Early Birds and Owls if he/she is unwell. Should your child become unwell whilst at either club a member of staff will contact you. You will be requested to collect your child only if necessary. Early Birds & Owls staff do not administer prescribed medicines.

Fire Procedures

In the event of a fire being discovered or the alarm sounding the staff and children will follow the fire procedures posted in which ever area they are located. For the Hall, they will line up quietly by the door leading to the playground. On instruction from the club leader, the children will exit from the building, walk across the playground to line up in front of the PE shed.

Equal Opportunities & Inclusion

Slimbridge Primary School operates an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs and principles. Should we identify a child with any special educational needs we will endeavour to support the child and work closely with parents and other relevant agencies.

Staff

All staff are suitably qualified and experienced and comply with OFSTED regulations, Police checks, First Aid training etc. Owls staff also work with the school and are therefore familiar to the children. Training and monitoring of staff is carried out by th School Senior Leadership Team.

The club is OFSTED inspected as part of the school, to ensure that the quality of care is maintained to a high standard. Members of staff are required to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner and staff will dress appropriately for working with children and with regard to health and safety issues.

As our out of hours care is an extension of the schools provision the club is managed within the normal structure of the school, please see the relevant school policies:

Behaviour
Anti-bullying
Complaints
E safety
Health and Safety
First Aid
Uncollected Children

Safeguarding and Child protection
SEND
Early Years Foundation Stage
Fire safety and Fire Risk assessment
Intimate care
Equality