



**Rise & Shine Breakfast Club and  
Sundown After School Childcare at  
St Loys CEVA Primary Academy**

**Information, Terms and Conditions 2020/2021**



## WRAP AROUND CARE TERMS AND CONDITIONS

Wrap around Care is led and run by St Loys Primary School Staff. The care provision operates as an extension to the school day and, as such, is informed by current, established school policies and procedures.

Children aged 4-11 years, attending St Loys Primary School may attend wrap around care.

We are fully committed to caring for all children with equal concern and regard to their religious persuasion, racial origin and cultural background in addition to gender and any special educational need or disability.

Breakfast Club at St Loys is known as Rise & Shine Breakfast Club.  
After School Child Care is known as Sundown Club.

In order to book your child/children a place, please send a completed booking form to: [bursar@weedonlois.northants-ecl.gov.uk](mailto:bursar@weedonlois.northants-ecl.gov.uk). The booking form can be found on the school website as follows: [www.stloys.co.uk](http://www.stloys.co.uk)  
Telephone: 01327 860539

Unacceptable behaviour will not be tolerated. The staff reserve the right to exclude any person from the club should incidents of poor behaviour causing distress or disruption become persistent. Inappropriate language or behaviour from adults will equally not be tolerated and parents will be asked to leave the premises in line with school policy.

**All bookings must be made half termly in advance accompanied by payment.**

### Admissions:

When arriving at the club children will be marked into the daily club register.

All information given to staff will remain confidential unless there is a safeguarding concern which will follow school policy and procedures.

It is the responsibility of the parents to inform the club staff of any changes to contact details.

Children should not bring toys, games or valuable items to the club. Toys and activities will be provided.

Respect for, and proper use of all property, equipment and premises is expected from all users of the club.

Your child is only permitted to leave the club with a named contact declared on the registration form. No one under the age of 18 is permitted to collect your child unless we have written permission from you.

Parents collecting their child from Sundown club will need to sign the register to show that they have collected their child

The maximum number of pupils able to attend wrap around care in one session is 30.

Weather permitting, we aim to take the children outside on the playground or school field for part of the Sundown session.

Parents dropping and collecting from clubs are asked to use the hall entrance door near to the car park.



### Bookings:

Bookings must be placed in advance in a block for each half term.

Sundown club bookings can be made full or part time.

All sessions are expected to be paid for at the time of booking.

Emergency bookings for an occasional session may be organised subject to available places and the child being registered.

Parents of all club users will be expected to complete a registration form.

### Fees:

In order to book your child a place at wraparound care, please ensure that you maintain a credit for your child at all times.

Rise & Shine Breakfast Club	£4.00 per session	8:00-8:40am
Sundown Club	£5.00 per session	3:30-4:30pm
	£8.00 per session	3:30-5:30pm

**Childcare vouchers can be used as payment for both Rise & Shine Breakfast Club and Sundown Club.**

Payment request will be made via School Money. Fees will be expected to be paid within 1 week. Emergency bookings must be paid for within 2 days.

### Cancellation or Late Collection:

Sickness absences due to a child being unwell are not charged although we do ask you to let us now as soon as possible if your child will be absent due to illness.

There are no other refunds or credits given due to other absences unless it is the result of a school closure or planned school residential trip.

Parents providing at least 5 days school days notice of holiday absence will receive a refund for these days providing the holiday has been authorised by the school.

Children must be collected by 4:30pm for a booked half session and by 5:30pm for a booked full session.

Parents collecting late after 4:30pm will be charged for the full session.

Parents collecting late after 5:30pm will be charged a late collection fee of £3 for every 5 minutes after 5:30pm.

There will be no refund if you have booked a full session and collect your child before 4:30pm.

These charges reflect the costs incurred to keep the school open and staffed.

If we have not heard from you by 6pm our staff are required to contact the relevant authorities, i.e. Children's Services and the Police.

**In the event of late pick up, please telephone Sundown Club on 07990 016469.**

We understand that due to an unforeseen circumstance parents may, on occasion be unavoidably late and we will supervise children until they are collected observing the above points.

### First Aid:

Two members of staff will be on site at all times.

At least one member of staff will be fully first aid qualified.



Medication will only be administered with a signed written permission on a medication form providing name, dosage and frequency of the medication to be administered.

Parents are responsible for providing medication such as epipen or inhaler where required.

All dietary requirements and allergies must be declared on the registration form.

Current Covid19 guidelines will be followed in line with school procedures and risk assessments. All children will wash their hands on arrival and departure from the club as a minimum requirement.

**Food:**

All children attending Rise & Shine Breakfast Club will receive breakfast which will vary daily to include:

Cereals/toast/bagel/crumpets/pancakes/yogurt/fruit. Drink to include water/milk/juice.

All children attending Sundown club will receive a drink and a biscuit. Those staying until 5:30pm will receive a more substantial healthy snack with a menu displayed weekly e.g.

DAY	MENU	
Monday	Beans on toast	Fresh Fruit selection/Yogurt
Tuesday	Filled wraps	Fresh fruit/yogurt
Wednesday	Filled bagels	Fresh fruit/yogurt
Thursday	Tomato pasta	Fresh fruit/yogurt
Friday	Crumpets	fresh fruit/yogurt



## Rise & Shine Breakfast Club

### Registration form

Name:..... Date of Birth:.....

Home address:.....

.....

Name of Parent / Guardian: .....

Daytime Contact Tel No:..... Mobile No:.....

Emergency Contact Name (1): ..... Tel No:.....

Emergency Contact Name (2): ..... Tel No:.....

Doctors Name..... Tel No:.....

\*Details of any Special Needs: .....

\*Medical conditions, Allergies and Medication: .....

\*Dietary Needs:.....

\* please use separate sheet if required

Names of people authorised to collect your child/children from Rise & Shine Breakfast Club

1 .....

2 .....

3 .....

4 .....

**I confirm that I have read a copy of the Terms and Conditions and agree to abide by them.**

Signature of Parent/Guardian:.....

Name Printed: ..... Date: .....



## Rise & Shine Breakfast Club Booking Form

Name ..... Class .....

Week Beginning	Tick as required	Cost per session	
Monday		£4.00	
Tuesday		£4.00	
Wednesday		£4.50	
Thursday		£4.00	
Friday		£4.00	
		Total	

Week Beginning	Tick as required	Cost per session	
Monday		£4.00	
Tuesday		£4.00	
Wednesday		£4.00	
Thursday		£4.00	
Friday		£4.00	
		Total	

Week Beginning	Tick as required	Cost per session	
Monday		£4.00	
Tuesday		£4.00	
Wednesday		£4.00	
Thursday		£4.00	
Friday		£4.00	
		Total	

Week Beginning	Tick as required	Cost per session	
Monday		£4.00	
Tuesday		£4.00	
Wednesday		£4.00	
Thursday		£4.00	
Friday		£4.00	
		Total	

Week Beginning	Tick as required	Cost per session	
Monday		£4.00	
Tuesday		£4.00	
Wednesday		£4.00	
Thursday		£4.00	
Friday		£4.00	
		Total	



## Sundown Club Booking Form

Name.....

Week Beginning	Tick as required		Cost per session
	3.30-4.30	4.30-5.30	
Monday			£5.00 / £8.00
Tuesday			£5.00 / £8.00
Wednesday			£5.00 / £8.00
Thursday			£5.00 / £8.00
Friday			£5.00 / £8.00
Total			

Week Beginning	Tick as required		Cost per session
	3.30-4.30	4.30-5.30	
Monday			£5.00 / £8.00
Tuesday			£5.00 / £8.00
Wednesday			£5.00 / £8.00
Thursday			£5.00 / £8.00
Friday			£5.00 / £8.00
Total			

Week Beginning	Tick as required		Cost per session
	3.30-4.40	4.30-5.30	
Monday			£5.00 / £8.00
Tuesday			£5.00 / £8.00
Wednesday			£5.00 / £8.00
Thursday			£5.00 / £8.00
Friday			£5.00 / £8.00
Total			

Week Beginning	Tick as required		Cost per session
	3.30-4.30	4.30-5.30	
Monday			£5.00 / £8.00
Tuesday			£5.00 / £8.00
Wednesday			£5.00 / £8.00
Thursday			£5.00 / £8.00
Friday			£5.00 / £8.00
Total			

Week Beginning	Tick as required		Cost per session
	3.30-4.30	4.30-5.30	
Monday			£5.00 / £8.00
Tuesday			£5.00 / £8.00
Wednesday			£5.00 / £8.00
Thursday			£5.00 / £8.00
Friday			£5.00 / £8.00
Total			



## Sundown Club

### Registration form

Name:..... Date of Birth:.....

Home address:.....

Name of Parent / Guardian: .....

Daytime Contact Tel No:..... Mobile No:.....

Emergency Contact Name (1): ..... Tel No:.....

Emergency Contact Name (2): ..... Tel No:.....

Doctors Name..... Tel No:.....

\*Details of any Special Needs: .....

\*Medical conditions, Allergies and Medication: .....

\*Dietary Needs:.....

\* please use separate sheet if required

Names of people authorised to collect your child/children from Sundown Club

1 .....

2 .....

3 .....

4 .....

**I confirm that I have read a copy of the Terms and Conditions and agree to abide by them.**

Signature of Parent/Guardian:.....

Name Printed: ..... Date: .....

