



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

Information, Terms and Conditions 2023/2024



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.

To book your child/children a place for Rise & Shine Breakfast Club please go to ParentMail, Accounts, Rise and Shine Breakfast Club, select which sessions you require and pay on checkout.

To book your child/children a place for **ALL** After School Clubs:-

- **Monday & Wednesday** Sundown After School Club – please go to ParentMail / Accounts / Sundown After School Club, select which sessions you require and pay on checkout.
- **Tuesday** Hotshots Basketball – book and pay directly with Hotshots by completing a form from the school office.
- **Thursday** Dance Club – please contact the School Office to book. You will then need to pay via ParentMail by going to Payments, select either To Pay or Shop, select 'Dance Club' to make your payment.

All bookings require the completion of our Terms & Conditions and a Registration Form which will be sent via a ParentMail form. If you have any queries regarding Breakfast or After School Clubs please contact the School Office on 01327 860539 or via email using bursar@stloys.co.uk.

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 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.

The maximum number of pupils able to attend wrap around care in one session is 20.

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

Parents are asked to please use the playground entrance for dropping off and collecting from clubs.

Bookings:

Bookings must be placed in advance, and Rise & Shine and Sundown clubs can be booked up to 24hrs beforehand.

Sundown Club bookings can be made for full weeks or single sessions.

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 have completed the registration form and paid in advance.

Rise & Shine Breakfast Club	£4.00 per session	8.00-8.45am
Sundown Club	£5.00 per session	3.30-4.30pm
	£8.00 per session	3.30-5.30pm

Please contact the school office if you require the later ASC session, as this is only available if we have enough numbers.

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



Cancellation or Late Collection:

Sickness absences due to a child being unwell are not charged although we do ask you to let us know 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 01327 860539.

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, including paediatric first aid.

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.

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 healthy snack.

