



## **Before and After School Club information sheet**

An introduction from senior club leaders Mrs Cowdrey and Mrs Rush

Please read the policy document for specific information including procedures.

### **Introduction**

At St Joseph's we value 'community' and meeting the needs of the families of Exmouth. After establishing there is a need for a 'wrap-around' childcare service, the school is proud to be able to offer an after school club as well as a breakfast club, within a safe and secure environment, offering a range of activities based on the children's interests.

This wrap-around care provision is for the current children of St Joseph's school. It is at present term time only.

The clubs will be child centred, purposeful, playful and fun.

### **Breakfast club**

Our breakfast club runs from 7.45am to 8.55am, Monday to Friday. The club will be fully supervised, providing a safe and fun start to the day which includes indoor activities, games and reading. There will be a choice of breakfast cereals, toast and fruit for your child/children to enjoy plus a drink each day. On Fridays we also often provide pastries such as croissants. **Please note, breakfast is only served until 8.30am.**

### **After school club**

Our after school club runs from 3.30pm (3.15pm for Nursery children) to 5.45pm, Monday to Thursday and 3.30pm to 4.30pm on a Friday. Once again the club will be fully supervised where the children will be encouraged to have fun through play-based activities. Once registered, we will start with a healthy snack and a drink for the children.

Those children who are attending any extra-curricular activities can be taken to their chosen clubs or go independently if they are mature enough.

The after school club is lucky enough to be able to take full advantage of the whole school environment, including the playground, field and sensory garden. The children are free to choose from a selection of both planned and unplanned activities which enhances their learning. Resources will be readily available, which could include arts and crafts, colouring and drawing, board games, construction, role play, physical play and quiet areas for reading etc. Chrome books will occasionally be available for educational games and for those who wish to do homework. There will also be themed weeks based on Christmas, Easter, Mother's Day and the celebrations of other cultures and traditions, where the children can be creative. On Fridays there will be an option of a DVD; a Friday-night-treat for the children to chill and enjoy a film - with popcorn of course!

### **Payment and booking**

Booking and payment is to be made through ParentPay.

Select 'Make Bookings'.

Please ensure that you select the correct club. The options are:

Breakfast Club – One Child (under the 'Breakfast' heading)

Breakfast Club – Two or more children (under the ‘Morning’ heading)

After School Club – Early (under the ‘Afternoon’ heading)

After School Club – Late (under the ‘After School’ heading) **There is no late after school club on a Friday – please do not select for Fridays.**

Once you have selected your days, you will then be prompted to pay (unless we are holding a credit balance for you). All payments must be made within two hours of your selections, or the selections will be automatically cancelled.

To ensure that we have sufficient staffing and catering provisions, bookings **must** be made by a full 72 hours (3 days) before the club required. For example, if you wish to make a booking for any of the Monday clubs, the booking must have been made by midnight on the previous Thursday. Once this deadline has passed, the bookings will be locked by ParentPay and will be unavailable.

### **Other information**

- Ongoing feedback from the children will be sought and encouraged, to find out what activities they enjoyed throughout the week as the children’s interests are central to our aims.
- We will meet any of your child’s individual dietary or specific requirements, and preferences where possible. However if your child would like any alternatives, these can be sent into school on the day.
- If any child has an accident whilst at our clubs, as parents you will be informed when you collect your child, or immediately if there are any concerns regarding the injury.
- If your child attends another club after school e.g. Science they can come to us after that for the remainder of the session. You will still need to pay full price for the session as it is securing a place.

Best wishes,

Marie Cowdrey and Claire Rush