



INFORMATION LEAFLET

About the club

St Peter's FunClub provides before and after school, and holiday care for children between the ages of 4 to 11 years old. We offer fun, energetic and interesting activities in a warm, friendly and secure environment in the school. Reception children are picked up from and dropped off at their classroom each day, in order to make sure that they are safe and secure whilst settling into school and FunClub.

Our Aim

- To provide a fun, caring, happy, stimulating and safe environment for children and staff, before and after school and during school holidays.
- To offer a wide and interesting range of different activities which will allow children to use their energies constructively, to learn and to relax when needed.
- To provide parents with a stress-free, reliable, open and honest service, with as much flexibility as possible.
- To work with the school towards mutual goals and co-operate with any special arrangements wherever possible.

It is our policy to help all children to develop a positive self-image, confidence and independence together with a respect and understanding of other children and adults, regardless of their colour, race, religion, special needs or gender.

Highly motivated and qualified staff

The FunClub is run by a fully qualified manager, Craig Radcliffe, together with a team of enthusiastic and caring staff, at least half of whom hold child care qualifications. All staff are cleared by the Criminal Records Bureau (CRB) and OFSTED to work with children.

What we do

Before school we offer indoor activities, keeping the children entertained with games, reading, and creative work.

After school activities are planned to encourage as much outdoor time as possible, with football, rounders, parachute games, obstacle races and other physical activities together with outdoor arts and crafts and indoor toys, weather permitting. Indoors, we offer a very varied programme of activities, such as baking, arts and crafts, puppet shows, small world play, dressing up and role play, construction, model making and reading. We provide a quiet area for homework, and ensure that children have the time and support to complete their homework assignments.

We always welcome other suggestions for activities from children and their families, and involve the children in the planning of activities.

Holidays are planned in advance to offer fun care, with at least two or three outings each week. We offer activities at the school such as puppets, textile crafts, and many other lively activities. Outings on offer are varied and fun, using public transport, coaches and often by foot. Examples of outings would be Harlow Carr, Valley Gardens, the Stray, Knaresborough and various woodland walks and play park visits. We also travel further afield during the summer months to Tropical World, Hesketh Farm Park and to various other locations by coach.

Provisions (Food & Drink)

For the breakfast club we provide a drink, fruit, toast and cereals each morning, not to replace breakfast, but as a little extra for children who arrive early.

For the after school, we provide a healthy light tea from 3.15 to 4pm, this may be wraps, fruitloaf or crackers with salad or fruit, and again this is not to replace an evening meal but to provide an afternoon drink and snack for hungry children.

During the school holidays, we provide the above together with a morning snack eg: toast and children are offered drinks and fruit throughout the day. We do request that your child brings a *healthy* packed lunch each day.

Hours

Before School	7.30am to 8.45am
After School	3.15pm to 6.00pm
Holidays	7.30am to 6.00pm

The club is open every day of the year except for weekends and bank holidays. Subject to numbers the club may not operate between Christmas and New Year, but alternative provision may be offered.

Fees from September 2013

Before school session	(7.30am - 8.45am)	£5.25
After school session	(3.15pm - 5.00pm)	£7.90
	(3.15pm - 6.00pm)	£8.90
Holiday part day	(9.00am - 3.00pm)	£22.50
Holiday full day	(7.30am - 6.00pm)	£27.50
Late payment fee		£5 per week

A 10% discount is available where two or more siblings attend the same session.

Please note that fees are payable for booked sessions, regardless of whether or not your child attends, and are also payable if you take your child out of school during term time.

Fees will be invoiced at the beginning of each month, and are payable by the last day of the month. Failure to pay on time means that a late payment fee of £5 per child per week overdue will be charged, and your child's place may be withdrawn. Late collection fees apply if you fail to collect your child within the booked time: £2.50 if late for 5:30pm or £5.00 per 15mins after 6:30pm term time or 6:00pm during holidays.

Did you know that you can pay using most childcare vouchers, saving a significant amount of Tax and National Insurance? Please ask your employers if this could be an option for you.

If you would like to pay us directly into our account, our bank details are as follows: Santander, Sort code: 09-06-66, Account No.: 40457983

If you do make any direct payments please supply your child's name as a reference.

Admissions

Bookings for fixed sessions need to be made in advance, with four weeks written notice or fees in lieu for any changes or cancellations. This ensures we always have the correct staffing ratios for the number of children attending. Additional sessions may be booked at short notice, subject to availability.

Bookings for children attending St. Peter's school will be given priority, but provision for children attending other schools may be provided if any spaces remain, in particular during holidays. Any remaining places will be allocated on a first come, first served basis.

Dropping-off and collecting your child

If any person other than the usual carer is collecting your child we must be informed before hand. The person collecting must be known to the child and will be asked to provide identification or a password. We must also be informed if your child is booked into a session, but will not be attending. This is for the security of your child, to ensure they are picked up from school and accounted for at the end of the school day.

Please note that our insurance does not cover your child before 7.30am or after 6pm. Children must not be dropped off before this time, or collected later than 6pm.

Registration

The Fun Club is registered with OFSTED on the Early Years Register, reference EY256532, and operates using the Every Child Matters Outcomes and Framework for out of school care. We are members of the 4children Network.

Complaints Procedure

If you have any cause for concern you should in the first instance take it up with your child's Key Worker or the Club Manager. We would always hope that any concerns a parent/carers may have would be raised and dealt with by negotiation and discussion between parent/carers and the appropriate staff at the time of occurrence.

However, should the issue remain unresolved then the Club Manager should be contacted either verbally or in writing. The manager will then investigate the complaint and try to resolve the issue speedily and appropriately contacting and informing all those involved.

If the matter cannot be resolved to the parents/carers satisfaction then they have the right to raise the matter with OFSTED at:

Ofsted,
Piccadilly Gate,
Store Street,
Manchester.
M1 2WD
TEL: 0300 123 1231