



2018

## **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.

### **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. All staff are cleared by the Disclosure and barring service (DBS) and OFSTED to work with children.

### **Registration**

The Fun Club is registered with OFSTED on the Early Years register;  
Reference EY 47 58 27



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### What we do

**Before school** we offer indoor activities, keeping the children entertained but not over-excited, with games, reading, and creative work.

**After school** activities are planned to encourage as much outdoor time as possible, with football, cricket, parachute games, obstacle races and other physical activities. Indoors, we offer a very varied programme of activities, such as baking, loads of varied arts and crafts, puppet shows, dressing up and role play, construction, model making, as well as offering access to reading, music, quizzes and games. A quiet area is provided for homework, time and support is available for children to complete this.

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 outings each week. We offer activities at the school such as T-shirt painting, wet and wild water fun, messy crafts, quizzes, karaoke and dance 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, Knaresborough (crazy golf/castle tours) or Pannal and Hookstone for woodland walks and den building. For full details please see the separate holiday information leaflet.

### Provisions (Food & Drink)

Before school we provide a drink, fruit, toast and cereals, not to replace breakfast, but as a little extra for children who arrive early. After school, we provide a healthy light snack, this may be toast, soup, sandwiches with salad or fruit, this is not to replace an evening meal but to provide an afternoon drink and snack for hungry children.

During school holidays, children are offered the above and are asked to bring a healthy packed lunch.

### 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 Monday to Friday every week except for bank holidays and the period between Christmas and New Year.



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### **Fees from April 2018**

Before school session	(7.30am - 8.45am)	£6.15
After school session	(3.15pm - 5.00pm)	£9.10
	(3.15pm - 6.00pm)	£10.10
Holiday part day	(9.00am - 3.00pm)	£26.00
Holiday full day	(7.30am - 6.00pm)	£32.00
Late payment fee		£5 per week

A 10% discount is available for siblings attending the same session as their full paying brother or sister.

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 and are payable in advance of attendance.

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: £10.00 after 6.00pm then an additional £5.00 per 15 mins after 6:30pm.

You can pay using most childcare vouchers, saving a significant amount of Tax and National Insurance. Please ask if this could be an option for you.

Payment directly into our account is preferred, our bank details are:

Santander, account name: Funclubs Ltd, sort code: 09-01-28, account number: 55736384

If you do make direct payments please use the reference:

SP (St Peters) Child's initial and child's surname

### **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 will be allocated on a first come, first served basis.



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### **Dropping-off and collecting your child**

If any person other than the usual carer is collecting your child we must be informed beforehand. 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.

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.

### **Safeguarding Children**

Please note that if we have any concerns about your child's development, welfare or safety, we will speak to you immediately. We are required to keep records of these concerns and when we feel it necessary, the advice of other professionals will be sought (in accordance with our policy). All matters will always be dealt with in consultation with parents/carers and in the strictest confidence.

### **Complaints Procedure**

If you have any cause for concern you should in the first instance take it up with the Funclub 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 Funclub Manager should be contacted again formally 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