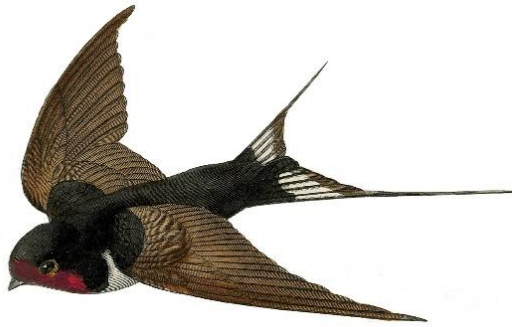




Eardisley CE Primary School

After School Swallows Club



Welcome Booklet

In all that we do may our values shine through

Welcome to the Swallows After School Club at Eardisley CE Primary School

Who is it for?

The purpose of our **After School Club** is to provide local parents with a safe, reliable and **enjoyable** after school childcare option. The **Swallows** Club will provide a free healthy snack, activities and a quiet corner, and plenty of **self-directed** time **as well as interesting things to do**.

For your children, the After School Club will have a very relaxed feel. We fully appreciate that children may be tired at the end of a long school day and may simply just want to 'chill out' during their time with us. Children are encouraged to choose the activities they wish to take part in and the emphasis is very much on supervised free play, giving children a chance to catch up with old friends or make new ones.

Activities

There will be a range of activities available during the Swallows Club including games, puzzles, books, art activities, construction toys, table tennis and cooking. We may sometimes watch a suitable DVD or have a short-supervised period of time using an Ipad. There will also be the opportunity for outdoor play, so please ensure your child has appropriate clothing—winter/raincoats and summer sun hats.

SESSIONS AND FEES

Monday—Friday: Term Time Only

Collection between	3.15pm – 4.15pm	£4.00
Collection between	4.15pm – 5.00pm	£8.00
Collection between	5.00pm – 5.30pm	£10.00
Late Collection Fee		£5.00

Swallows Club is booked via ParentPay. Payments must be made through the ParentPay system – we do not accept cash or cheques. Clubs should be booked via ParentPay preferably a half term in advance. The cut off for bookings is on a Saturday night for the week ahead. **IMPORTANT** - Due to managing staff ratios, we are unable to take late bookings except in cases of extreme emergency.

The school need to organise staff well in advance to supervise this clubs and comply with child to staff ratios and therefore any booked places that aren't used for any reason (sickness, after school events etc) cannot be refunded or credited to the following half term.

Other After School Clubs

Children attending Swallow Club who wish to attend a school club (eg netball/football etc) are able to do so until the club finishes but Swallow Club charges would still apply as the space in Swallows will need to be reserved for them in case of clubs not running. Please remember that children attending school clubs need collecting at 4.15pm if not booked into Swallows Club until 5.00pm or 5.30pm.

Timings

The Swallows After School Club will start at 3.15pm and finish at 5.30 pm and will include a healthy snack and a drink. Parents/carers may pick up at any time between 3.15pm and 5.30pm and charges will be made according to the pre-booked pick up time.

Collection Arrangements

At the end of Club, children need to be collected from the rear entrance of school. Please ring the bell at the gate. Please inform school in advance if someone else is collecting your child. Parents/Carers will be asked to sign on collection of children.

Late Collection

We expect all children to have been collected on time at the end of their booked session. However, we do understand that on occasion, a parent may be unavoidably late collecting their child. In these instances, parents should contact us as soon as possible on 01544 327262. Please note that our staff have to be paid additional hours as a result of late collection of children and therefore, unfortunately, we have a late collection charge of £5 per 15 minutes. Thank you for your co-operation.

Illness

Please note that if your child is ill at the end of the school day, unfortunately we will not be able to allow them to attend the Swallows After School Club and we will contact parents/carers to collect them from school immediately.

Accidents & First Aid

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. The minor injury log will be filled in by the adult who dealt with the incident, and you will be informed when you collect your child. A trained First Aider will always be present at the Club.

Valuables

We ask that children keep special items of interest ie toys and books in their school bags when they are attending the club. We have a large range of toys and books, and sometimes personal items can get lost within these.

Behaviour

The Swallows Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries.

Policies

All school policies, including and especially our safeguarding & behaviour policies, are adhered to for the Swallows Club.