

Amblecote Primary School

Breakfast & Out of School Club



Information for Parents

Breakfast Club

Opening Hours

Breakfast club is open every school morning from **7:45am**

Fees

£3.50 per session per child, £6.00 per session for two siblings or £8.00 per session for three siblings

Club Routine

7:45am~ club opens

8:00am-8:15am~ breakfast is served

8:50am~ children are taken into the playground or classroom (depending on weather)

Before and after breakfast the children can choose from a range of before school activities. Or they can use the time to do homework or reading.

We also offer an **Early Risers** service which consists of 2 slices of toast or a bowl of cereal and a drink + Childcare from **8.15am** for £1.70 per session.

Members of Staff

Name: Emma Weaver

Role: Manager

Qualifications: NVQ 3 in Childcare and Education
Child Protection
First Aid

Name: Tracey Cutler

Role: Deputy Manager

Qualifications: NVQ Level 3 in Playwork
NCFE Classroom Assistant Stage 2
Child Protection
Basic Food Hygiene
Take 5 for Play
First Aid

Contact numbers for Breakfast Club

Main school telephone number: 01384 818335

Mobile telephone number: 07562168300

Amblecote Primary School
Out of School Club

Here at Amblecote Primary School we provide an Out of School Club for all children aged between 4 to 11 years.

Opening hours and fees

The Out of School Club is open every school day.

Monday – Thursday 3.15pm – 6.00pm
Friday 3.15pm - 4.30pm

Fees

Session from 3.15 – 4.30pm £5.00

Session from 4.15 – 6.00pm £5.00 (to cover children coming to Out of School Club after taking part in sporting activity or 1:1 tuition)

Session from 3.15 – 6.00pm £7.50 Total

Second and subsequent siblings will have a reduction of £1.00 on the above fees.
Short notice or emergency cover can be arranged providing there is space available.

Mrs Tracey Cutler our club coordinator, deals with the administration and collects fees, which are payable at the beginning of each week. Please let us know of any changes to your requirements, such as extra sessions, absences and holidays as soon as possible.

*Please note: if your child is absent and it is unauthorised, a half fee will be charged.

Priority policy

1. Children who need to attend 5 mornings/5 afternoons.
2. Siblings.
3. Less than 5 mornings/5 afternoons that attend **REGULAR** set days.
4. As and when sessions **IF** places are available.

How are club works

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Facilities

- Community room mobile
- Use of school field adjacent to community room
- Use of playgrounds
- Use of computer suite
- Use of school hall
- School toilets available

Club routine

- **3.15pm – 3.30pm** welcome children, register, give snack and drinks
- **3.30pm – 5.00pm** free choice of activities
- **5.00pm** tidy up time
- **5.15pm – 5.30pm** Give toast and drinks
- **5.30pm-6.00pm** Computer suite

Snacks and drinks

A choice of biscuits, fresh fruit and toast is available.
Sugar free squash or water is also available.

Activities

There are a wide range of activities for your child to access at the out of school club. There are a selection of puzzles and board games and different craft activities. There is also an opportunity for the children to play outside on the school field or on the playgrounds. We provide a variety of sports equipment to promote physical development.

Collection procedure

Children who are in the lower classes (pre-school, reception, years 1, 2 and 3) will be collected from their classrooms by a member of the out of school club staff.
Children who are in years 4 – 6 will be expected to make their way straight down to the community mobile.

Each child **MUST** be collected from the club by a parent or a person authorised by the parent/carer on the registration form. If someone else comes to collect the child, parents **MUST** send in written permission in advance otherwise the child will not be allowed to leave with them.

The signing out register must be signed when a child is collected from the club.

If a child is booked into a session and fails to arrive, checks **WILL** be made with the parents/carers to locate where the child is.

All children must be collected by 6.00pm. If a child has not been collected by 6.00pm a fee of £0.50 for every 5 minutes, will be added to your main fee. Exceptions will be made when a phone call has been received.

Amblecote Primary School
Aims and Objectives

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self discipline and acceptable behaviour.

Contact numbers for the Out of School Club

Main school telephone number: 01384 818335

Mobile telephone number: 07562168300

Policies for the Out of School Club

There is a folder containing all of the Out of School club policies. If you would like to see a copy of these please feel free to ask a member of staff.

Members of staff at the Out of School Club

Name: Tracey Cutler

Role: Manager

Qualifications: NVQ Level 3 in Playwork

First Aid

NCFE Classroom Assistant Stage 2

Basic Food Hygiene

Take 5 for Play

Child Protection

Name: Karen Pardoe

Role: Deputy Manager

Qualifications: NVQ Level 3 in Playwork

Child Protection

Basic Food Hygiene

Take 5 for Play

First Aid

Name: Amanda Bristow

Role: Play Assistant

Qualifications: Child Protection

First Aid

Registered person

Mrs A Mason – Head teacher

Amblecote Primary School

School Drive,

Amblecote,

Stourbridge,

West Midlands,

DY8 4DQ

School Ofsted Registration Number **103806**

Please feel free to talk to any member of staff if you have any problems or concerns about your child or if there is anything you feel we should know.

Amblecote Primary School
Breakfast/Out of School Club – Parental Contract

I wish my child to be enrolled in the Amblecote Breakfast/Out of School Club.

Name of child..... **Date of birth**

Address **Telephone number**.....

.....

.....

Please indicate below which sessions you wish your child to attend the club.

Monday Tuesday Wednesday Thursday Friday

I agree to weekly or monthly payment by cheque, cash or monthly voucher scheme payments. I understand that half fees are still payable if my child is absent without notification.

I agree to collect my child from the Out of school Club at the appropriate times. I understand that failure to do so will incur charges of 50p per 5 minutes or any part there of.

I agree to give advance notice if I require an additional session or if a session is not required.

No children will be allowed to meet parents at the school gates. They must be collected and be signed out at the end of the session.

I agree to keep the club up to date with medical information and emergency contact numbers regarding my child.

Two weeks notice of a termination of contract is required by both party and failure to keep the contract will result in its termination.

The co – coordinator of the club reserves the right to temporarily suspend or permanently expel a child from the club in the unlikely event of persistent misbehaviour.

I hereby give my permission for my child to be taken for emergency treatment to a doctor or the hospital.

Signed

Club coordinator signed

Date

Date

Amblecote Primary School
Breakfast/Out of School Club – Registration Form

WE REQUIRE THE FOLLOWING INFORMATION FOR OUR RECORDS.
PLEASE USE BLOCK CAPITALS

Child's name.....

Date of birth.....

Gender

Ethnic origin..... First language

Religious belief

Home address

.....

Telephone number Mobile number.....

.....

Work telephone number

Parent/ carer names

.....

If parent/carers cannot be contacted please supply emergency contacts:

Name

Relationship to child

Telephone number Mobile number

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Work telephone number

P.T.O

Address

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Medical details:

Please give any medical details which may be relevant to the Out of School Club
(allergies, asthma, fits, etc)

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Prescribed medication

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Any special food requirements (health or religion)

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Head Teacher: Mrs A Mason
Amblecote Primary School
School Drive
Amblecote
Stourbridge
West Midlands
DY8 4DQ

Amblecote Primary School

Tel: 01384 818335
Fax: 01384 818336

Dear Parent/Carer

Could you please fill in the following details for our records.

Child's name:

Any Individuals who have parental responsibility:

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Any Individual who has regular care of the child from Out of school club and their relationship to the child:

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Any Individual whom should not have contact with the child and their relationship to the child:

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