



CHARLIE'S AFTER SCHOOL CLUB

Essential information for Parents and Carers

Wrap Around Childcare Leader: Mrs Vicky Chenoweth

Club Email Address: charlies@mcs.celtrust.org

To alert staff to your arrival / collection, please call: 01726 73911 Press Option 5

Our Club runs as part of our provision for the children attending Mount Charles Primary School. It operates within the ethos, aims and guidelines of the school. However, it differs from lessons and other club times in that its emphasis is on providing good quality **play care** for your child before and after a busy day at school.

What Happens Between 7:45am and 8:25?

Parents can drop children at the main gate for Breakfast Club from 7:45am. The children will get a light, healthy breakfast and drink and spend their time playing from their choice of activities, including colouring, Lego, reading, jigsaws etc.

What Happens Between 3:00pm and 5.30pm?

The children booked into the club are to go directly to the small hall where they will be registered at 3pm. Mrs Chenoweth will collect very young pupils, as necessary, from classes and take them to the small hall. Children arriving after clubs will go straight to the small hall.

The children will get a light, healthy snack and drink and spend their time playing from their choice of activities, including floor games, craft, reading, role play etc. Special activities will also be organised, making use of our playgrounds. There will be a quieter spot for reading or doing homework if they wish.

What About Safety?

Our Health & Safety policy includes risk assessing all activities. At least one of the staff will be a qualified first aider. All incidents will be recorded and reported to the person collecting your child, using a written form. If an incident requires emergency services, we will contact them and you simultaneously. **YOU MUST ENSURE WE ALWAYS HAVE UP-TO-DATE CONTACT DETAILS.** You will be asked to complete a registration form prior to your child attending which will be held confidentially by the club.

Expectations

We want the children to enjoy their time at Charlie's and expect staff to be polite and reasonable. In turn, we expect sensible behaviour and good manners from the children. If you have any concerns or a complaint, these can also be addressed to Mrs Chenoweth or Mrs Bunting.

How Much and How Long?

Pricing and charging for all CELT Schools will be as follows for Wraparound Care, with effect from 1 April 2024

Breakfast Club:

Open from 7:45am	£3.50 per session
Breakfast	£1.00

After School Provisions, £4.50 per hour:

3:00pm until 4:00pm	£4.50
3:00pm until 5:00pm	£9.00
3:00pm until 5:30pm	£11.25
Snack	£1.00

Penalty charges may be added to un-booked places and late pick-ups (charged at £5.00).

Please note, children collected after 5.30pm will be charged a late collection fee of £5 per child. This fee covers the overtime for the two members of staff on duty. Persistent late collection will result in our Wraparound Care service being withdrawn.

How Do I Book and Pay For Sessions?

You are required to complete a registration form prior to your child's first session.

Sessions **MUST** be booked and paid for in advance through ParentPay. Your child will not be able to attend if payment has not been made.

Cancellations must be made by 11am on the day of the booking, after this time, booked sessions will be charged for.

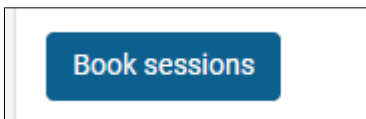
New Booking System: from 1 April 2024

We have worked with ParentPay to create an online booking system. This system works in a similar way to booking school meals. To book a place in breakfast club:

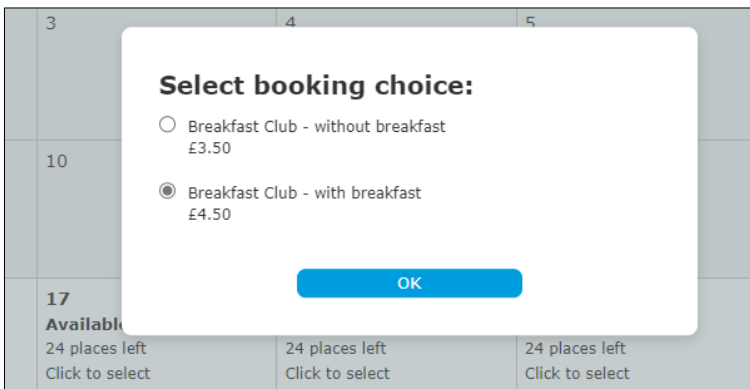
1. Log in to ParentPay, click on your child's name, scroll through the payment items, and click on 'View' next to 'Charlies Breakfast Club – from April 2024'.



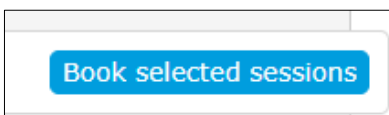
2. Click 'Book Sessions'.



3. Select the date you would like to book. A pop up will appear where you can choose to book the with/without breakfast options.



4. When you have selected all the dates you would like to book for, click 'Book selected sessions', this will take you through to the payment section.



5. Make your payment to confirm your bookings.

To book a place in the After School Club, please click the '**Charlies Afterschool Club – from April 2024**' option in the payment item list and follow the same process as above.

To **cancel a booking**, select the session you wish to cancel and click 'Remove Session'. Breakfast Club sessions must be cancelled by 7:15am and After School Club must be cancelled by 11:00am on the day of the booking.

For information and guidance on Trust Policies and Procedures please visit www.celtrust.org. Details on Wraparound Care can be found in the Charging and Remission Policy.