

General Information

Sickness, Accident and Emergency Procedure.

If your child is ill or unable to attend the After School Club, we would appreciate it if you could contact school on 0191 4832274.

If your child becomes unwell during the session, the parent/carer will be contacted and asked to come and collect the child. Any minor accident your child may have while at the club will be dealt with by a member of staff who will be a trained paediatric first aider. All accidents will be recorded in the accident book by the first aider. If the accident or illness is more serious, a member of staff will accompany the child to hospital. Parents/carers or emergency contacts will be informed immediately by staff.

Policies

St Aloysius After School Club aims to provide a safe and secure environment. Various policies are in place for the After School Club. They are available to any parent/carer who wishes to look at them. They include: Health and Safety (including Risk Assessment and Fire Drills), Safeguarding and Behaviour Management .

Tax Credits

Parents/Carers may be able to claim tax credits and child care costs by completing the on-line forms. Visit the Inland Revenues interactive site www.inlandrevenue.gov.uk to find out more information. The unique reference number for claims can be obtained from the school office on request.

Childcare Vouchers

The Breakfast and After School clubs accept Childcare Vouchers. This is a way of paying for childcare out of your pre Tax and National Insurance income. Please contact your employer to find out if you are able to use this scheme.



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Breakfast
and
After School Club
2016-2017

St Aloysius Breakfast and After School Club

Dear Parents,

We would like to take this opportunity to introduce you and your child to St Aloysius Breakfast and After School Care.

We are delighted to be able to offer wrap around care between 7.45am and 6.00pm every school day.

This booklet has been prepared to provide you and your child with useful information and answer some of the common questions parents may have concerning wrap around care.

If you have any further questions, please feel free to contact school to discuss them further.

Yours sincerely

Nick Conway
Federation Head Teacher



Get In Touch

Contact Details:

Sharpendon Street, Hebburn, Tyne & Wear, NE31 1RZ
Telephone: 0191 4832274 Fax 0191 4834033
E mail: info@st-aloysius.co.uk

Breakfast and After School Club Leaders:

Mrs J Bellis and Mrs G O'Brien

After School Club Procedure



We operate a 'walking bus' from the Junior School to the Infants School, where After School Club is based.

Arts and
Crafts

Outdoor
Fun

Sports

After School Club Timetable

3.15pm-4.00pm:

Activity Time

4.00-4.30pm:

Snack Time

4.30pm-6.00pm:

Activities and Free Play

Please see After School Notice Board to keep up to date with changing weekly activities.

Board
Games

Healthy
Snacks

iPads

Healthy Snack

A snack will be provided consisting of items such as sandwiches, crackers, yoghurt, fresh fruits. Fruit juice, milk and water will also be available.

This is not intended to replace the main evening meal.
Please inform us if your child has any food allergies.

After School Club

The aim of the after school club is to offer a place for children to come and have a healthy snack and socialise with their friends after school, in a safe and familiar environment.

Booking and Cost Information

The cost of an after school place is £8.00 per day. Parents must book their child's place each half-term and payment should be made one week in advance if possible. Payments for the whole half-term can be made if parents/carers find this more convenient. All children should be collected by 6.00pm. **If you know you will be late collecting your child you must contact a member of the After School club immediately.** We reserve the right to charge the additional fees for lateness to cover After School club costs.

Payment should be made to **St Aloysius**. Payment should be put in a Childcare Club envelope, which is available from the main office, clearly marked with the child's name and days attending. If you have pre-booked and your child cannot attend the After School club for any reason other than illness (i.e. they are also absent from school), then half of the daily rate will be refunded for that day i.e. £4.00 per day. If your child is ill (and cannot attend school) a full refund will be credited. Credits will be refunded the following week or used to off-set the next week's payments.

Parents will collect their children via a door to the After School Club Hall. Entry will be gained by telephoning the after school staff direct. On occasions when the children are involved in outdoor activities we ask that you call the After School Club mobile telephone on 07904656186 to notify staff of your arrival.



Breakfast and After School Club Hours

Our wrap around care is organised as follows:

| | |
|-------------------|---------------|
| Breakfast Club | 7.45am—9.00am |
| School starts | 9.00am |
| School ends | 3.15pm |
| After School Club | 3.15pm—6.00pm |



Breakfast Club

We aim to offer a place for children to come and have a healthy breakfast and socialise with their friends before school.

Breakfast club offers lots of delicious healthy breakfast foods to help fuel your child with energy for the school day.

EAT

PLAY

After you have enjoyed a lovely breakfast, play games and join in lots of fun activities.

Make new friends and talk to other children and adults, while you eat and play.

SOCIALISE



BREAKFAST CLUB

Breakfast Club Payment

Booking and Cost Information

The cost of a Breakfast Club place is £3.50 per day. Parents must book their child's place each half-term and payment should be made one week in advance. Payments for the whole half-term can be made if parents/carers find this more convenient.

Payment should be made to St Aloysius. Payment should be put in a Childcare payment envelope, which is available from Breakfast Club staff, clearly marked with the child's name and days attending.

If we are oversubscribed we will need to apply the following admission criteria:

1. Children attending St Aloysius with a sibling link
2. Children attending St Aloysius

Pre-booking Criteria

If you have pre-booked and your child cannot attend the Breakfast Club for any reason other than illness (i.e. they are also absent from school), then half of the daily rate will be refunded for that day. If your child is ill (and cannot attend school) a full refund will be credited. Credits will be refunded the following week or used to off-set the next week's payments.

Breakfast Club Procedures

Arrival

The Breakfast Club begins at 7.45am.

Parents/Carers **MUST** bring their child/children in to the dining room where breakfast is served. Staff will ask the adult to sign their child/children in for safeguarding purposes. Please do not send your child in independently.

Parents and children should not use the car park at any time. Breakfast will mainly consist of:

- Cereal
- Toast
- Yoghurts
- Fresh Fruit
- Cold drink (child's preference)



Please let us know if your child has any food allergies by filling in the attached form before they attend the club.

Activities.

After breakfast the children will be able to access a range of activities planned to keep children active and to add to a positive start to their school day.



Walking Bus

We operate a 'walking bus' from the Junior School to the Infant