



## **St Patrick's Catholic Primary School and Nursery**

### **Breakfast Club and After School Club Information**

St Patrick's Catholic Primary & Nursery's Breakfast Club and After School Club is committed to working in partnership with parents and carers to provide safe and enjoyable wraparound care for children that attend the school.

The breakfast and after school clubs are run by qualified members of staff and will follow the school's policies and procedures that are already in place. These can be found on the school website.

**Location** - Breakfast Club and Afterschool Club will be held in the school hall.

**Bookings** – Before a booking can be made you must complete the registration and agreement form, which can be found using this link. <https://forms.office.com/e/nGwBGyna6a>. Once completed you will be able to book your child's place using Scopay. Payment will only be made through Scopay and no cash will be taken. Payment is required at the time of booking and no child will be able to attend if payment has not been made.

**Opening Times** – Breakfast and Afterschool Club is offered during term time only. Breakfast and Afterschool Club will be closed on teacher training days and in the case of an emergency school closure.

**Breakfast Club** will open from 7:45am to 8:40am. Breakfast is served between these times. Children are taken to class at 8:40am.

**Afterschool Club** runs from 3:10pm until 6pm. A small snack will be provided for the children. All children have to be collected by 6pm, any late collections will incur an extra cost.

#### **Fees and Payments –**

**Breakfast Club** can be payable either in cash on the day or via Scopay. The cost of each breakfast club sessions is £2.50 and this is payable on the day. As the cost is so low we do expect the children to pay on the day. Not paying for the facility may result in a child losing a place in the club.

**Afterschool Club** will be payable only through Scopay at the time of booking the sessions. We cannot accept cash. The cost of Afterschool Club sessions per day, per child are £5.00 till 5pm or £7.00 till 6pm this will include a small snack.

We are also able to accept childcare vouchers as payment; our registration number is 940/3406. If you intend to pay using childcare vouchers, please let the school office know.

Charges for late collection: £5.00 for every additional 10 minutes.

No refunds will be given for cancellations. A child's place can be withdrawn if you are frequently late to collect.

**Fees are reviewed annually, parents will be notified 28 days before any changes are made and updated on Scopay.**

**Who Can Attend** – Breakfast and Afterschool Club is open to all children that attend St Patrick's Catholic Primary School from Nursery through to Year 6.

**Complaints** – We hope that you will be happy with the service that we provide, However, should you wish to make a complaint, a copy of our complaints policy can be found on the school website.

**Activities** – We offer a wide range of activities at Breakfast and Afterschool Club including Arts & Crafts, Sports, Music and many more.

**Contact and Medical Information** – Breakfast and Afterschool Club will use the school's records for all parental contact, collection information and medical information. Please ensure these details are always up to date with the school office.

The school's policy on medication and illness also applies to Breakfast and Afterschool Club.

**Behaviour** – The school expects the children to always behave appropriately and follow the school's behaviour policy when attending Breakfast and Afterschool Club. If behaviour is unacceptable when attending Breakfast and/or Afterschool Club a child's place can be withdrawn.

**This information booklet acts as the terms and conditions for booking on to Breakfast and Afterschool Clubs at St Patrick's Catholic Primary School & Nursery.**