

## Information for Parents/Carers

- All parents will be required to complete a registration form for the child/children, detailing any special requirements that the Co-ordinator needs to be aware of.
  - The Breakfast and After school club adheres to an admissions policy please ask for details using the email address below or visit our school website.  
[asc.shaldon@acexcellence.co.uk](mailto:asc.shaldon@acexcellence.co.uk)
  - Children are not allowed to leave the after school club unless accompanied by their parent/carer/nominated collector who are known to staff. No children under the age of 16 to pick up.
  - Children should be collected promptly. If a parent/carer is unable to collect their child/children, they must inform the co-ordinator as soon as possible by phone. No child will be allowed to leave the premises unless your nominated safeword is given.  
[07853684400](tel:07853684400)
- All sessions must be pre-booked in advance. There are a maximum of 20 spaces available at Breakfast Club and 15 at After school club. You should have available funds in your ParentPay account. Debts will not be carried forward and must be bought up to date by the end of each term.
- We cannot refund sessions if a child is absent due to illness/holidays unless given 24 hours notice.
- Please ensure you read all our policies and procedures before your child/children attend.



## Shaldon Primary School.

**Breakfast and After School  
Club**

**Handbook**

Please collect a registration form up  
from the school office.

## Mission Statement

### Aims

We aim to provide the children with a happy, safe, warm and stimulating environment where they are able to play, learn and develop freely.

### Objectives

We will do this:

- By providing a programme of activities which are interesting, educational, stimulating and fun.
- By encouraging children to take a responsibility in their club and participate in the programme planning.
- By listening and responding to the views and concerns of the children, parents, staff and governors.
- By promoting a positive relationship with parents/carers and work in partnership with them to provide a high quality play provision.
- By ensuring that the club is accessible to all children attending the school.
- By providing a staff team that is experienced, well trained and hold an up to date DBS.
- By carrying out regular monitoring and evaluation of our services to ensure the club continues to meet the needs of the children, parents/carers and the school..

## Times and Fees

### Breakfast Club

£3.00 per child

Monday to Friday

7.45am until the start of the school day.

### After school club

£9.00 per child

Monday to Friday

3-15pm – 5.50pm

If we find that children are repeatedly collected late from the club, additional charges will be incurred and applied to each child's ParentPay account.

(details can be found within the after school club promise.)

## Pledge to Parents/Carers

We will:

- Welcome you at all times to discuss our work and have a chat.
- Keep you informed of opening times, fees and charges, policies and procedures.
- Be consistent and reliable.
- Listen to your views and concerns to ensure that we continue to meet your needs.
- Ask your permission for outings, Facebook, and special events.