

At Stoneydelph Primary School we offer a Breakfast and an After School Club for any childcare needs you may have outside of school hours.

Breakfast Club

We operate a breakfast club from 7.30am, children can arrive in school anytime after 7.30am where they will be given breakfast and a drink. Breakfast Club is held in the Key Stage 1 hall. Children will need to be brought to the door by parent/carers and signed in. Breakfast Club is run by Ms Barbie Jones and Mrs Dagmara Komuszynska. The children have access to a range of games/toys that are age appropriate and will motivate them to begin an exciting day at school.  We also offer a drop-in breakfast club session from 8.15am, this does not need to be pre-booked and children can sign themselves in. Ideally if you are going to use this session regularly it is advised you book your child's place. Children are then escorted to their classrooms at 8.45am. There are a variety of breakfast cereals available for children as well as toast and fresh juice, water or milk to drink.

After School Club

We also offer after school club care up until 5.00pm. This session includes a snack and drinks.

After school club is run by Mrs Marie Alcock and Mrs Mary Stevens. Rec/KS1 children are collected from their classroom at the end of the school day and taken to after school club. KS2 children will walk up to after school club when their bell rings at 3.15pm. Children will sit down together for a healthy snack of fruit, breadsticks and a drink. (Drinks are available throughout the session). A chance for the children to unwind and chat about their day. After snack is over, the children have a choice of games and/or adult led planned activities. We also have access to a large enclosed playground where children can free flow and engage in outdoor play with their friends and let off steam. After school club sessions will need to be booked in advance to ensure we have a space for your child. If you work different shifts please let us know as soon as you can which sessions you need to book to ensure we can accommodate your child. On occasion we can offer an urgent last minute booking but only if there is available space for your child. Please do not rely on a last minute booking for regular care. 

 **For more details of pricing and payment information and how to book please see overleaf**

Stoney Care Breakfast and After School Club

Stoneydelph Primary School

Regular Sessions Admissions Form

At Stoneydelph Primary School we offer a Breakfast and an After School Club for any childcare needs you may have outside of school hours. These sessions will need to be pre-booked. If this is something you would be interested in please complete the following form with your requirements and we will get back to you to confirm your child’s place.

**Breakfast Club 7.30-8.45am - £4.00**

Available from 7.30am every morning. Children will need to be brought to the KS1 hall and signed in. These sessions will need to be pre-booked and payment is made upfront via ParentPay. Your child will be provided with a breakfast, a choice of toast or cereals with milk and a drink. Various activities are on offer including colouring, Lego, Ipads, puzzles and board games. You can drop your child off at any time that suits you and sign them in. Children are then taken to their classrooms once the bell goes.

**Drop-In Breakfast Club 8.15-8.45am - £2.00**

Drop-In Breakfast Club is available from 8.15am. Ideally these sessions will need to be booked, however we can also offer a ‘last minute’ drop in from 8.15am. Children can sign themselves in, payment is through ParentPay. Children are taken to their classrooms once the bell goes.

**After School Club until 5.00pm - £5.50**

These sessions will need to be pre-booked. KS1 and reception children are collected from their classroom at the end of the school day and taken to After School Club mobile unit by the Early Years playground. KS2 children walk up to the building once their bell goes at 3.15pm. They are given a drink and a healthy snack and there are many activities on offer as well as help with homework. Children can be collected at any time up to 5.00pm.

**Payment Information**

All sessions for breakfast and after school club must be paid for in advance, either on a weekly or monthly basis. Payment is made through ParentPay our secure online payment service. Your login details for ParentPay will be sent home once your child starts school. If you fall behind with your payments unfortunately we will be unable to provide care for your child until your account is up to date.

If you have any questions please contact the main office on 01827 896666 between 8.00am – 4.00pm.

Stoney Care Breakfast and After School Club

Stoneydelph Primary School

Application Form

**Childs Information**

|  |  |
| --- | --- |
| Surname: | Forename: |
| Middle name: | Date of Birth: |
| Address: Postcode: |
| Home language: | Religion: |
| Ethnic Origin: | Gender: |

**Parent/Carer Information**

|  |  |
| --- | --- |
| Surname: | Forename: |
| Address: If different from above Postcode: |
| Mobile Number: | Home/Work Number: |
| Parents email address:  |

**Please provide details of the persons who may be collecting the child or who may be contacted in an emergency if the main contact is unavailable. Children will only be allowed to leave with named people on this sheet including siblings over the age of 16.**

**Contact 1**

|  |  |
| --- | --- |
| Name: | Relationship to child: |
| Address:  Postcode: |
| Mobile Number: | Home/Work Number: |

**Contact 2**

|  |  |
| --- | --- |
| Name: | Relationship to child: |
| Address:  Postcode: |
| Mobile Number: | Home/Work Number: |

**Contact 3**

|  |  |
| --- | --- |
| Name: | Relationship to child: |
| Address:  Postcode: |
| Mobile Number: | Home/Work Number: |

**Medical Details**

|  |  |
| --- | --- |
| Name of Doctor: | Surgery name: |
| Surgery Address:  Postcode: |
| Surgery Telephone Number: |  |

|  |
| --- |
| Any known medical conditions: |
| Allergies/Dislikes |
| Does your child take any regular medication, please give details below: |
| Any other relevant information: |

I consent for staff to seek advice and any emergency medical treatment if necessary during Breakfast and After School Club.

I do/do not authorise Stoneydelph Breakfast and After School Club staff to sign any written form of consent required by hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child’s health and safety.

Signed: Parent/Carer Date:

**Stoneydelph Primary School – Stoney Care Before and After School Club**

**Conditions of Booking**

**Fees**

Breakfast Club 7.30am – 8.45am - £4.00

Drop-In Breakfast Club 8.15am – 8.45am - £2.00

Afterschool Club until 5.00pm - £5.50

Children can be collected at any time during these times.

* A booking form must be completed and handed into the Stoney Care Before and After School Club staff before your child can attend. (Not applicable to Drop-In Breakfast Club.) These will be re-issued every half term. Once we receive your booking form you will then receive a statement showing you how much to pay each week for the sessions you have booked.
* Fees are to be paid upfront, you can pay either on a weekly/monthly basis. If no payment is received then unfortunately your child will be unable to attend.
* Bookings must be made at least one week in advance unless prearranged with Stoney Care staff due to shift work, or last minute unexpected circumstances.
* Amendments can be made if necessary, please contact the office on 01827 896666 or email t.clifton@stoneydelph.staffs.sch.uk with your changes.
* **To avoid being charged for cancelled sessions 7 days notice is required.**
* We are occasionally able to offer last minute sessions dependent on the numbers already booked in for that session. Last minute same day bookings can only be until 5pm. At least 24 hours notice is required if you wish your child to stay until 6pm and have a meal.
* If you are a shift worker and book sessions on a weekly basis these need to be booked by completing a booking form each week.
* **Refunds cannot be paid for non-attendance. Cancelled sessions are subject to full charge if 7 days’ notice is not given.**
* All fees are inclusive of breakfast, a snack or evening meal depending on which session you choose. Drinks are available throughout the session.
* If you are running late to collect your child please notify the staff at After School Club. A £10 late fee will be added if you are more than 15 minutes late.
* Fee increases will be notified one month in advance. All fees will be reviewed annually.
* Parentpay is the only form of payment, no cash or cheques will be accepted.
* You will not be charged for bank holidays, inset days or when the school is closed.
* Parents/Carers must supply After School Club staff with emergency contact numbers. It is up to parents/carers to inform staff of any changes.
* Children will not be allowed to leave after school club with an adult who is not named as a contact on their personal records unless prior arrangement and a password are provided.
* It is the responsibility of the parent/carer to ensure that staff are informed of any allergies their child may suffer from.
* Should a child be issued prescribed medication it is the responsibility of the parent/carer to notify the staff and to sign the necessary consent form if medicine needs to be administered during their time at Stoney Care Before and After School Club.
* If your child attends an after school activity club within school (ie Football Club/Sports Club) **instead of** Stoney Care After School Club, we are unable to hold that place open for you should another child need the place unless a half price retainer fee is paid. We can still collect your child from the activity club and take them to Stoney Care After School Club and fees will be the same.
* **Failure to pay your fees regularly upfront will result in your child being withdrawn from Stoney Care Before and After School Club.**
* If you have any queries regarding your bill please contact the main office.
* We want all of our children to enjoy their time at Stoney Care Before and After Club, we expect the highest standard of behaviour at all times.
* Failure to comply with the above conditions of booking may result in a loss of place.
* The decision of management on such matters will remain final.
* **TEL NO:01827 896666 or after school club 07434 878317 Marie Alcock between the hours of 3.00-6.00pm**

Stoney Care Before and After School Club

Stoneydelph Primary School

Booking Form

Dear Parents/Guardians,

Please complete the following form for sessions required at Breakfast and After School Club for the autumn term. This is so we can keep a record of any sessions booked.

We can still offer sessions on a weekly basis however, it would be appreciated if you would complete a form for each week. These can be handed in to the office /breakfast or after school club or emailed to me at **t.clifton@stoneydelph.staffs.sch.uk**

We can still offer one off sessions or increased sessions if given notice.

Child’s Name:

Parent/Guardian name:

Parent/Guardian signature:

Date:

Please tick the sessions you will be requiring:

**Payments must be made upfront via ParentPay before your child can attend. You can pay on a weekly or monthly basis.**

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| **WC**  | **Breakfast Club Extended****7.30 – 8.45****£4.00** | **Drop –In Breakfast Club from 8.15****£2.00** | **After School Club****15.00-17.00****£5.50** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Friday** |  |  |  |

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