

# **Cotteridge Primary School**



## **Breakfast & After School Club**

### **Prospectus**

# **Welcome to Cotteridge Primary School** **Breakfast & After School Club**

The club has five members of staff, Cheryl Sweeney (Manager), Jessica Dewell (Deputy), Sue Trough (PlayWorker), Lynne Flectcher (Playworker) and Ellenormay Hocking (Playworker).

If you have anything you wish to discuss regarding club details, feel free to talk to Cheryl.

Breakfast club offers cereal, toast or fruit, and milk or water, this starts at 8.00am at a charge of £3.00 per session. we also offer an early start at 7.30am at an extra cost of £1.00. Infant children are escorted to their class room at the start of school.

After School Club provides a snack for the children on arrival, consisting of fruit and milk or water. Infant children are collected from their class room at the end of the school day. Juniors meet in the hall after school and are escorted to the club by a staff member.

The club charges £8 per session (3.15pm-5.30pm), regardless of your child being absent, as your child's place is held for them to return.

Fees must be paid for in advance of your child or children's sessions on ParentPay. Child vouchers are also accepted if your employer uses them. The club reserves the right to withdraw your child's place if fees are not paid by the 1st of the month.

All children must be collected before the club closes at 5.30pm. If you are late collecting your child you will be charged £5 for every ten minutes late after 5.30 pm. Ongoing lateness will result in your child losing their place.

If your child is going to be collected by someone not on our records, please inform the school office on 0121 464 2865 before 4pm on the day.

Contact number for the club is 0121 464 1862 (7.30am-8.50am)(3.00pm-5.30pm). If your child is going to be absent from the club, please contact a member of staff between these times.

Breakfast & After School Club Team

# **Cotteridge Primary School** **Breakfast & After School Club**

## **Home/club agreement**

The club will:

1. Keep the children safe in a happy and secure environment.
2. Provide activities that are broad, balanced and to which all children have access.
3. Inform parents of any new initiatives or alteration to the club policy.
4. Celebrate children's success' with parents.
5. Tell parents of any behaviour, which is causing concern.

Parents/Carers will:

1. Pay fees in advance by the first of each month.
2. All children must be collected on time, or the place may be withdrawn.
3. Pay for any absences taken during term time due to holidays or illness.
4. Inform the club of changes to contact phone numbers etc.
5. Take part in correcting unacceptable behaviour in the club.
6. Inform the club of any problems or concerns, which may affect their child's behaviour.

Children will:

1. Show politeness and helpfulness to all others.
2. Observe club rules.
3. Try to treat everyone as a friend.
4. Play together.
5. Take care of our club's toys, games and other equipment.

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Signed \_\_\_\_\_ Mrs Sweeney (Manager)

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Child