

Cotteridge Primary School



Breakfast & After School Club

Prospectus

Welcome to Cotteridge Breakfast & After School Club

The club has Six members of staff, Cheryl Sweeney (Manager), Jessie Dewell (Assistant Manager)), Sue Trough (Play Leader), Freda Kendall (Play Leader) Olivia Croft (Play Leader) and Lu Zhang (Play Leader)

Breakfast Club

Breakfast club offers a selection of cereals, 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 bird start from 7.30am at an extra cost of £1.00.

Infant children are escorted to their teachers at the start of school.

Afterschool Club

Infant children are collected from their teachers at the end of the school day. Juniors meet in the junior hall after school and are escorted over to the club by a member of our staff.

After School Club provides fruit milk or water throughout the session, and children are welcome to bring an extra healthy snack from home.

The club charges £8.00 per session (3.15pm-5.30pm), regardless of your child being absent, as your child's place is held for them to return.

Payment

FEES MUST BE PAID in advance to secure your child's place. Fees can be paid on our School Money System. Child Care vouchers are also accepted if your employer uses them. The club reserves the right to withdraw your child if fees are not paid by the 1st of the month.

If you have any questions regarding 'School Money' or problems accessing your account, please inform the school office on 0121 464 2865 and the school office staff will be happy to help you.

Collection

All children must be collected before the club closes at 5.30pm failure to collect your child/ren on time will result in a charge of £10.00, after 10 minutes of being late. 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 of this before 4.00pm.

If you wish to contact the club after 4.00pm, then please call the school number on 0121 464 2865 and select option 3.

If your child is going to be absent from the club, please contact the school office.

Many thanks

Breakfast and After school Club Team.

Cotteridge 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 at the beginning of the week.
2. All children must be collected on time, or the place may be fortified.
3. Pay for any absences taken during their time due to holidays.
4. Inform the club of changes to contact phone numbers etc.
5. Pay for the first three days if the child is absent through illness—after which the place will be held until the child recovers.
6. Take part in correcting unacceptable behaviour in the club.
7. 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.

Signed _____ Mrs C. Sweeney (Manager)

Signed _____ Parent/Carer

Signed _____ Child