



# CORBY PRIMARY ACADEMY

## **Out of School Club Information**

**July 2014**

## **Corby Primary Academy - Out of School Club**

Corby Primary Academy's Out of School Club is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend Corby Primary Academy.

The club is run by suitably qualified staff who are employed by the Greenwood Dale Foundation Trust. Overall management of the club is by the Principal of the Academy.

The Out of School Club follows the Academy's policies and procedures; these are available on the Academy's website or from the office on request.

### Location

The Club is held in the Community room at Corby Primary Academy. It is accessed via the main entrance from school, with its own doorbell to gain access out of school office hours. The club also has access to the Academy's facilities, such as the playground, field, art and technology room and the hall.

### Bookings

Initially a registration and agreement form must be completed indicating the required days and returned to the school office.

If a place is available then a payment agreement form will be sent out for signing which then must be returned with the payment for the first week, thereafter payment is due weekly in advance.

Any changes to booked sessions must be made at least a week in advance via the school office.

Emergency bookings may be made by phoning the school office if places are available. Priority will be given to siblings and those who make a regular commitment to the club.

### Opening times

We currently only provide term time child care. The Out of School club will be closed on teacher training days and in the case of any emergency school closure.

Breakfast club is from 7:45am to 8:30am. Breakfast is served between 7:50am and 8:05am. Children are taken to their classes at 8:30am.

Afterschool club runs from 3:10pm to 6:00pm. A snack is served to the children at about 4:00pm. The afterschool club is also able to accommodate children who have attended a teacher led club in school once they have finished.

By arrangement you can choose for your child to be collected earlier than 6pm, a small reduction in the fee can be arranged with the Principal.

### Fees and Payment

Breakfast club - £3.00 (inc breakfast)

Afterschool Club - £8.00 (inc snack)

Discount for siblings and full time use is available. Payment is due weekly in advance; cheques are to be made to Corby Primary Academy.

Payment by BACS to: sort code 40-35-18 Account number 14641949 using your child's name followed by CLUB as the reference.

We are also able to accept Childcare vouchers as payment - please speak to the office for more information.

Charges for late collection: £5 for every additional 15min.

24 hours prior notice is required for cancellations if you wish money to be refunded. No refunds will be given for cancellations made less than 24 hours before the booking. Once you have booked sessions full fees are payable even if your child is absent e.g. due to illness, unless notice is received 24 hours before the booking.

### Who can attend?

The club is open to children aged 4 - 11 years old that attend Corby Primary Academy. It is operated on a first come first served basis. If, however, there is a greater demand for places than those available, a waiting list will be operated. We have up to 16 places for breakfast each day and 16 places after school.

Admissions policy: Our admission policy gives priority for places in the following order:

1. Staff members' children
2. Siblings of those already attending the club wanting places
3. Current regular part-time places wanting additional sessions
4. New full time places
5. Occasional bookings

### 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 is on the Academy website.

### What happens at the Club?

Structure of a typical session - approx. timings.

Breakfast:

7.45 am onwards Arrive and register.

Free play activities – puzzles, games, etc

7.50 – 8.05 am Breakfast served (see sample menu).

8.25 Tidy up

8:30 Children taken to classes

After school:

3.15 pm Children sent to Community Room and registered (initially a member of staff will escort the youngest pupils to the room)

Indoor and supervised outdoor free play

4.00 pm Snack time.

Free play continues.

6:00 pm Latest collection time.

### Activities

We offer a varied programme of activities including:

- Art & Craft
- Costumes and Role play
- Construction activities - Lego, etc
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc
- Building dens
- Quiet area – Book Corner
- Cooking / Gardening
- Themed activities

Organised activities will be on offer but the emphasis is on child centered and self-directed play.

### Sample menus

We aim to provide a variety of healthy and nutritionally balanced food.

#### **Breakfast**

Cereals (Weetabix, muesli, rice krispies etc) Not chocolate or sugar coated cereals

Toast, Pancakes, fruit, yoghurts

Milk and water

#### **After school** (this is designed to be a snack and not a full meal)

Toast, crumpets, pitta bread crackers

Fruit

Malt loaf, Scones

Fruit - fresh and dried

Vegetables

Cheese

Water / squash

### Contact and medical information

The club will use the schools records for all parental contact, collection information and your child's medical information - please ensure you keep all records up to date with the main office.

The Academy's policy on medication and illness also applies to the care club.

**Corby Primary Academy**

**Out of School Club**

**Registration and Agreement form**

Please complete all parts of the form, sign and date where indicated and return to the school office. This agreement will apply for a whole academic year unless otherwise notified.

	Name of child	class
1 <sup>st</sup> child		
2 <sup>nd</sup> child		
3 <sup>rd</sup> child		
Please tick the sessions required:		
	Breakfast	Afterschool
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I/We understand that the out of hours care club will use all medical information, contact detail and pupil collection information previously provided to the school and it is my responsibility to ensure this is up to date.

I/We will ensure that I/We have paid for all bookings in advance.

I/We will ensure my child is collected promptly every day and understand that persistent late collection after 6pm will result in a fee and possible termination of use of the Out of School Club.

Signed (parent/carer).....Date.....

*Form to be completed by parent/carer and returned to office to make booking*