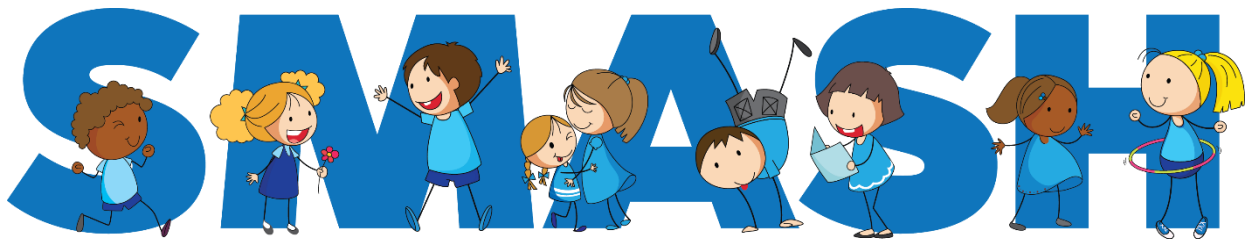


Saint Mary's Catholic Voluntary Academy



Wrap Around Care – Breakfast Club and SMASH



ST. MARY'S AFTER SCHOOL HUB

Information & Terms and Conditions

Our Aims

- We aim to provide a high quality service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Introduction

Saint Mary's Catholic Voluntary Academy offers a range of options for wrap around care for all of our children aged between 4 and 11 years of age. All of our services are available Monday to Friday, term time only. There is no provision on school INSET days or during the school holidays.

We have a dedicated and experienced staff team led by our Wrap Around Care Manager. All of our staff are fully DBS checked and are appropriately qualified.

The provision caters for children at Saint Mary's Catholic Voluntary Academy.

'The Hub' has its own dedicated phone line so that parents can contact staff directly, without having to go through the school switchboard the phone will be switched on during provision hours.

Location

The Hub (formerly Pre-school) is situated within school grounds.

The Hub can be accessed for early morning drop off by pressing the dedicated buzzer entry system on the main gate and then children should be brought to the front door of the building where they will be greeted by staff. Children must not be left at the gates or on the driveway unattended. Children should be signed out of SMASH and the time indicated.

Session Times

7.30am – 8.40am, on weekdays, term time only.

3.15pm – 5.45pm, on weekdays, term time only.

Fees

Prices are set by the Local Governing Body and reviewed annually in light of the Breakfast Club and SMASH's financial position.

From September 2022, fees are as follows -

Breakfast Club from 7.30am until 8.40am

£5 per session

SMASH (after school provision)

First hour

3.15pm – 4.15pm £4

Continuation (or following extra-curricular club)

4.15pm – 5.15pm £4

Final half hour	5.15pm – 5.45pm	£2
Full session		£8

If your child has not been collected by 5.45pm then the 'late collection charge' below will be applied.

All fees are payable in advance; for regular bookings fees should be paid a month in advance, in accordance with our payment schedule. Fees should be paid via our online payment system ParentPay. If payment is not received in advance then future bookings will not be accepted and your child/ren will not be able to attend the provision. Repeat offenders of non or late payment will be stopped from using the service.

Late collection charge - £10.00 per child for every 10 minutes that you are late.

If your child does not attend a session and you have not given 48 hours' notice then the session is still chargeable. If your child is ill you will not be charged for the missed session, however when reporting your child's sickness absence please make sure you make office staff aware that they will not be attending the provision.

Childcare vouchers can be used as payment for the provision under the same payments terms as above (in advance).

Booking Sessions

Sessions can be booked by completing a registration and booking form (or ParentPay – to be rolled out) available from the school office or online via the school website. Children will not be able to attend any sessions at the provision until a registration form has been completed and payment has been received. Completed forms should be returned via email to info@mgl.srscmat.co.uk or to the school office.

On receipt of a registration and booking form the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on the waiting list.

What we offer

We provide a safe and stimulating environment where your child can play, explore, chat with friends or just 'chill out'. Each week a wide range of activities will be planned by Breakfast club and SMASH staff, including those based upon the ideas and suggestions of the children. These may include crafts, games, sports, free play, outdoor play, role play and much, much more!

Attending Breakfast Club

Do not leave your child unattended at the gates and do not send them in if a place has not been pre-booked. The gates are locked for arrivals at 8.30am. Any children arriving after 8.20am will not receive breakfast as time has to be allowed to clear away ready for school.

Attending SMASH

Children attending the after school provision will make their way to the school hall, for younger children they will be escorted by their class teaching assistant. A register will be taken and children will walk down to The Hub. After attending any extra-curricular club e.g. Young Voices Choir, children will be escorted to The Hub by the staff member running the club.

Collecting children from SMASH

Children should be collected by an adult from The Hub and signed out with the time indicated. Only those adults identified on the registration form may collect a child. All children must be collected by 5.45pm.

In the event of any parent/carer being late to collect their child it is essential that you contact the provision at the earliest opportunity to enable us to make arrangements. A late collection charge of £10.00 per child for every 10 minutes is made for every child who is collected late.

Persistent lateness may result in a child's place at the club being removed.

If a child is not collected, and the parents have not contacted the SMASH team, attempts will be made to contact the parents. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful staff will wait half an hour, after this time Children's Services or the Police will be contacted.

Closures

The Breakfast Club and SMASH provision are only open during term time. In the event of the provision's closure due to severe weather or an emergency parents/carers will be informed by telephone and/or text message. Whole school closure notices are also displayed on the school website. A refund of session fees would be made under these circumstances.

Behaviour

We aim to value every child's right to a safe, happy and inviting environment. Staff will inform parents/carers if there are any concerns regarding their child's behaviour and work with them to support their child. However, persistent bad behaviour and behaviour that compromises the safety and well-being of other children and staff will result in your child losing their place. Both provisions will follow the school's Behaviour policy.

Abusive or aggressive behaviour from parents towards the club staff will not be tolerated and will result in a child's place being withdrawn from the provision.

Policies

Many of the provision's policies and procedures are the same as those for the school. Should parents wish to view copies of school policies these can be requested from the school office or found on the school website.

Contact information

Saint Mary's Catholic Voluntary Academy
Gladstone Street
Glossop
Derbyshire
SK13 8NE
01457 854473

Any questions, complaints or additional information relating to Breakfast Club or SMASH should be obtained directly from Mrs Pollitt who can be contacted on: 01457 854473 between the hours of 8.30am – 4pm or email info@mgl.srscmat.co.uk