



# St Martin's Breakfast and After School Club

based at  
St Martin de Porres Primary School  
Pastures Way  
Luton  
LU4 OPF

Telephone: 01582 617616

## Terms and Conditions

# Welcome to

## St Martin's Care Club

Welcome to St Martin's Care Club. This booklet is designed to give you the information you will require while your child is registered with the Care Club.

Please see below the current Staff Members who work in both the Breakfast Club and After School Club:

Mrs D Mitchell	Care Club Co-Ordinator
Mrs S Begum	Care Club Assistant
Mrs S Gormley	Care Club Play Leader
Mrs S Newton	Care Club Play Leader
Miss B Tyler	Care Club Play Leader
Mrs M Amarasekera	Care Club Play Leader
Ms M Baptiste	Care Club Play Leader

### Opening Times:

The clubs are open to **all** pupils, at St Martin de Porres Primary School, on a first come first served basis. Children who attend our Nursery are only permitted to use the club either in the morning or afternoon, they cannot attend both sessions. Transfer between the clubs and school will be safe and supervised.

The clubs is situated in KS1 using a purposely refurbished room, the KS1 hall, library area and a number of outdoor areas.

The club is a relaxed environment with plenty of opportunities for both structured and free play. Children will are able to choose from a variety of activities or to relax in a quiet space.

**Breakfast Club:** 7.50am – 8.50am

**After School Club:** 3.20pm – 6.00pm

## Registration

Anyone using the Club, **must** be registered to do so. Payments for Registration will be set up on Parentmail at the beginning of each school year at a cost of £15 per family and this is non-refundable.

## Things to Consider

St Martin's Care Club is a safe and stimulating environment in which your child will be well supervised, cared for and able to have fun.

Parents are reminded that children left in the care of the Club are not the responsibility of St Martin de Porres Primary School and the Club accepts no responsibility for children not collected at the end of the school day who are not attending the club.

Children attending the Club will be supervised at all times with the staff acting in loco parentis.

All food provided will follow the principles of Healthy Eating.

## Session Times, Charges and Payments

**Breakfast Club** is £3.00 per person. Children attending the Breakfast Club should be brought to the Key Stage 1 entrance **no earlier than 7.50am** and breakfast will be served between 7.50 and 8.30am. At the end of the club KS1 children will join their classes in the hall and EY children will be taken to the Early Years Area. KS2 children will be escorted to the KS2 hall.

**After School Club** is based on £3.00 per hour which includes a snack from 3.20pm – 6.00pm. For the After School Club KS1/EY children will be taken to the KS1 hall and KS2 children will be met in the KS2 hall and escorted over.

Class teachers will be provided with a list informing them of which children will be attending the Club. Children in Early Years and KS1 will be collected from their classrooms. Children in KS2 will be expected to know that they are attending Care Club and are asked to meet their Care Club staff member in the KS2 hall from 3.30pm.

**Payments** – Payments are now set up on Parentmail for both Breakfast Club and After School. **Parents /carers must book in advance and pay at the time of booking.** Cash payments will no longer be accepted for Care Club. When booking for After School Club on Parentmail, the time slots are:-

3.30pm to 4.30pm – This is the first hour to which all children pay. £3.00 per hour.

3.30pm to 5.00pm – This has an additional cost of £1.50 which makes your total charge £4.50

3.30pm to 5.30pm – This has an additional cost of £3.00 which makes your total charge £6.00

3.30pm to 6.00pm – This has an additional cost of £4.50 which makes your total charge £7.50

When booking on Parentmail it is essential that you select the correct time slot. For Example: if you collect your child at 4.45pm then you need to book to 5.00pm.

At the end of the week, registers will be checked to the booking system and if you have gone over your booked time, the correct additional time slot will be allocated on your account to which the balance will need to be paid for.

The same booking system applies to Breakfast Club on Parentmail, however there are no additional costs.

If you pay via vouchers from an employee scheme, then you must complete a timesheet in advance and submit this to Care club staff. This will then show a balance on your account for you to make appropriate payments with your voucher provider. Your child must attend Care club at these times. You must pay the correct voucher amount, as credits will not be carried forward.

The Parentmail booking system will be set up for every half term for you to make your bookings in advance. Pre-booked slots can be amended; however, due to staffing, bookings slots will **close 1 day before use**. If you have not changed your selection before this time, refunds will not be given.

In the case of an emergency, parents should notify the club as soon as possible if a position will or will not be required. No refunds will be given for cancellations, except in the case of illness providing you have notified Care Club – e.g. child is unwell in school on the day before they are booked in, notify Care Club that you no longer need the place for the following day. **If the child is unwell on the morning that they are booked into Breakfast Club, we will not be able to refund as we cannot offer the place to anyone else at such late notice and we still need to pay staff.** (If your child is unwell, please notify Care Club as soon as possible.)

## Cancellation

For all bookings at **least 24 hours** notice is required. Refunds will not be offered but if the Club should have to close due to unforeseen circumstances, such as snow or heating failure, credit notes will be issued and this amount will be credited onto your account.

## Arrival and Collection

A register will be kept of all children expected at the Club. Parents must collect children from the Club unless staff have been notified, in writing, of a different person nominated to do so. In this instance, please provide a password on the collection information sheet so that staff know that it is safe to let your child go with that person. The person who collects needs to be over 16.

The parent / carer will sign their child out of the Club and **record the time of signing**. The parents should use the KS1 door to collect their child, not the main entrance to the school.

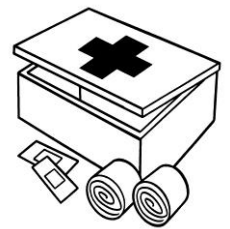
**Parents who are late (after 6.00pm) in collecting their child will incur a charge of £1-00 per minute.** This will be waived in exceptional or unavoidable circumstances. If a child is left for over 45 minutes then the Care Club Leader will contact the Social Services duty desk and/or the police.

## How many spaces do we have?

We are only able to accommodate 30 children for Breakfast Club and 50 children in Afterschool Club. This is due to staffing ratios to children and legal requirements. If you are unable to book a place, that would indicate the clubs are full; **therefore, please do not expect your child to attend Care Club (as we will not be able to take your child)**. Our insurance will be invalid if we have more children in Care Club than we are legally allowed.

## Illness and Medical Matters

Children who are ill should not attend the Club. If a child becomes unwell during club hours, staff will endeavour to call parents, or a contact on the registration form, so arrangements can be made for the child to be collected. No refunds will be given.



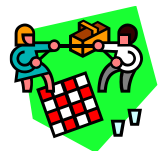
Any specific medical condition must be reported to the Play Leader when the child is registered or as soon as a diagnosis is made.

Staff can administer prescribed (4 times a day) medication, or oversee self administration for chronic complaints such as asthma or diabetes. Parents must sign an indemnity form authorising the administration of medicines.

Staff will not administer non-prescription drugs and children should not be in possession of them.

## Activities

Activities during club hours will be arranged by the staff and will generally include art, craft, sport, ICT, music, play and outside activities. The children will help decide what activities should be included and what equipment should be purchased.



A quiet area for homework and reading will be available.

## Refreshments



Breakfast is provided and consists of cereal, toast (a selection of spreads available), fresh fruit and cold drinks.

A snack will be provided at the After School Club.

Any special dietary requirements will be catered for and fruit will be available throughout club hours.

## Disciplinary Matters

Any disciplinary matters will be brought to the attention of the parents by the Care Club Leader. If the problem cannot be resolved then the child may, at the discretion of the Care Club Leader and with the support of the Governing Body, be asked to leave the Club.

## General Matters

We ask that all parents using St Martin's Care Club help us run it in a smooth and efficient manner. This can be achieved by following a few simple requests:

- 👉 Please return the agreement before attending the next session due to important information required for the safety of your child/ren.
- 👉 As previously mentioned, bookings must be made in advance and payment is required in full. Please select the correct timeslot to allow for staff levels, 24 hours' notice is required.
- 👉 Please do not arrive late to collect your child. Children become very distressed if they feel they have been forgotten. We are obliged under Safeguarding procedures to call Social Services if your child has not been picked up after 30 minutes.
- 👉 If lateness is unavoidable then a telephone call is essential and alternative arrangements for collecting your child should be made.
- 👉 All policies are available on the school website: <http://www.stmartindeporesluton.co.uk>
- 👉 Please remember Care Club Staff are available, on the telephone, from 7.50am to 8.50am and 3.20pm to 6.00pm on 01582 617616. You can email us at [careclub@smdpluton.co.uk](mailto:careclub@smdpluton.co.uk). Please raise any queries at Care Club directly.
- 👉 Any Outstanding arrears from previous half terms must be paid for before your child/ren can be accepted for the new term. If your arrears reach £30.00 you will be unable to book care club until the account is cleared.

# Collection Sheet

Child's/Family name: ..... Class: .....

Authorised collection 1: .....

Contact no: .....

Relationship to child; .....

Authorised collection 2: .....

Contact no: .....

Relationship to child; .....

Authorised collection 3: .....

Contact no: .....

Relationship to child; .....

Authorised collection 4: .....

Contact no: .....

Relationship to child; .....

Security Password for collection.....

Please detail any known allergies or other information Care Club staff need to be aware of:

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I confirm I have read and accept Care Clubs Terms and Conditions

Parent/carer Signature: ..... Date: .....