



# ***AFTER SCHOOL CLUB***

# ***INFORMATION***

## INTRODUCTION

As part of our school's extended service we run a popular After School Club during term time.

## OUR AIMS

- To provide safe and friendly childcare
- To provide a snack eg. toast/drink/biscuits
- To provide activities and games to stimulate children of different ages.
- To support Homework as necessary



## ORGANISATION

Ms Johnston is the Club Leader. The After School Club has up to 35 places with 3 adults and is situated in the school dining hall and uses other areas such as the Hall, Library ICT Suite and outdoors.

Children are provided with a snack. All children must keep the school rules in the After School Club and behave well at all times.

## OPENING TIMES TERM TIME ONLY

3.00 pm - 5.45 pm (Strictly latest pick-up)

## WEEKLY COST

£30.00 per week for full time places.

Where surplus places are available part-time places will be considered for regular users at £8.00 per session.

Club fees **must** be paid promptly 2 weeks in advance either cash, cheque made payable to the school or online. If your circumstances change please let us know. We require 1 weeks notice for a cancellation of a booking, failure to do so will incur charges. All cancellations should be emailed to:-  
[afterschoolclub@carltoncolvilleprimary.co.uk](mailto:afterschoolclub@carltoncolvilleprimary.co.uk)

## CRITERIA FOR PLACES

1. Full time places (5 days) are given priority.
2. Part time places when available.

Parents must sign an agreement form to agree to After School Club Criteria as staffing levels must be sustained and premises costs covered.

One months notice is given of any proposed variation in fees chargeable.

**In the event that fees are not paid promptly or children not behaving as expected, the school reserves the right to withdraw provision.**



## SAFEGUARDING

As part of our school Safeguarding Policy the After School Club follows the same guidelines. We have agreed Adult/Pupil ratios for children's welfare and safety. We are not able to extend pupil numbers over the maximum of 35 for these reasons.

All club members are expected to wear coloured bibs so they are easily recognised.

Risk Assessments are in place for all school areas.

**ALL ENQUIRIES** for places should be made via the **SCHOOL OFFICE**.



**THANK YOU VERY MUCH**