

Ribchester St Wilfrid's C of E Primary School



Before and After School Club

Opening Times:

Before School Club 7:45am – 8:45am

After School Club 3:30pm – 5:30pm

Monday – Friday Term Time Only

Welcome to Before and After School Care Club

Ribchester St Wilfrid's Church of England Before and After School Club is open to our Reception through to Year 6 pupils.

Our Before School Club is open from 7.45am – 8.45am, Monday to Friday term time only. At 8:45 your child will be handed over to their class teacher for the start of the school day.

The After School Club runs from 3.30pm – 5.30pm, Monday to Friday term time only.

All children are under full adult supervision at all times.

Before & After School Club Rules:

- Be polite to all staff and to each other.
- Respect equipment and each other.
- Help each other.
- No child may leave Breakfast or After School Club without permission.
- Children must behave sensibly without running or shouting.
- Have fun before and after you finish school.

Behaviour Policy

Before School club will follow the same policy as school. Please see the school website under Policies.

Fees

Before School Club	£6.00 per child, per session
After School Club	£12.00 per child, per session

The cost per child will be reviewed annually.

Fees are non-refundable and must be paid half termly in advance to secure your child's place. Booking forms are available from the school office and the school website.

Please send in your booking form with payment as soon as possible as numbers are restricted in accordance with ratio guidelines.

If you fail to complete a booking form or if payments are not received, it will be assumed that you no longer require your place, which will be cancelled and reallocated to another child.

Refunds

No refunds can be made for places that have been booked but are later cancelled or not used. Credit for illness can only be given for periods exceeding one week. However, refunds of fees may be made at the discretion of the Governing Body committee in instances of unforeseen hardship, such as a parent becoming seriously ill or being made redundant.

First Aid

All our staff are first aid trained and hold an up-to-date certificate which is renewed every three years. If your child requires first aid during Before and After School club we keep a record and if required a letter is sent home.

Fire Safety

Before and After School club will follow the same policy as school.

Equipment

All equipment is the property of Ribchester St Wilfrid's C of E Primary School. It is our aim to provide a wide range of activities throughout the week.

Breakfast

Breakfast will be served daily from 07.45am – 8.30am. Please note that if your child is late for any reason **Breakfast will not be served later than 8.30am** so you would therefore have to make alternative arrangements.

Some of the food that will be on offer includes cereals, toast, crumpets, muffins, fruit, cold drinks and hot chocolate. We will always find something your child likes.

Breakfast is a very important part of your child's day; every child is encouraged to have something. If for any reason your child has already eaten at home before Breakfast Club please ensure an Adult informs Before School Club staff.

Please ensure that any food allergies or dietary requirements are given to the School Office.

After School Club Snack

During After School Club the children will be given a small snack and a drink. The children will be offered foods such as a biscuit, cheese or ham wrap, tortilla chips.

Payment

Please ensure payments are made when booking Before and After School Club. All payments must be sent into the school office with booking forms in sealed envelopes with your child's name clearly written. Cheques can be made payable to 'Ribchester St Wilfrid's Care Club'. Our preferred method is via ParentPay.

Understandably, there may be times where Before and After School club needs to be used for emergency childcare and a booking hasn't been made. The school will happily care for your child in this instance, if space is available, and a bill will be issued. Prompt payment must be made at the earliest possible time in these cases.

Dropping off & Picking Up

Please drop off and pick up children from the Hall Porch entrance.

All parents are required to sign their child in / out and state the time on the signing in and out book situated by the entrance.

Please do not arrive more than 5 minutes prior to 7.45am for Breakfast Club.

Please do not collect later than 5:30pm for After School Club otherwise a late payment charge of £5 for every half hour will be added to your account.

Please **ALWAYS** telephone us on **01254 878300** in the event of an emergency.

Contact Details

As your child is a pupil of our school we will use the contact details held on file in school. Please ensure the school office has up-to-date information and any changes in details, particularly telephone numbers are communicated to school at your earliest opportunity.

Childcare Vouchers & Benefits

Any parents, who are entitled to Childcare Vouchers or benefits, please note our details for your employer are below.

School DFE no.:	88835839
Ofsted Registration Number:	119571
School Bank Details:	Lloyds Bank
Account Number:	67982768
Sort Code:	30-96-96
Account Name:	Ribchester St Wilfrid's Care Club

Childcare Vouchers are accepted via Computershare, Edenred and Fideliti using the account numbers quoted below. If your employer uses another company, please let us know, so arrangements can be made to accept these vouchers.

Care-4:	05352264	www.care-4.co.uk
Computershare Account Number:	0022494398	www.computersharevoucherservices.com
Co-operative Flexible Benefits	85119080	www.flexiblebenefits.coop/
Edenred Account Number:	P21014206	www.childcarevouchers.co.uk
Fideliti Account Number:	RIB008C	www.fidelity.co.uk
Sodexo	895655	www.mysodexo.co.uk