



The Sunshine Club

**Out-of-School Care
Clarendon Road Primary School**

Prospectus for Parents

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Introduction

This prospectus is intended for parents who are interested in using our extended hours childcare facilities. It needs to be read in conjunction with our Terms and Conditions. It outlines some key policies and procedures that parents need to be aware of and the expectations of children, parents and staff. Parents are required to complete the registration forms and consent forms prior to a child starting at the club.

About The Sunshine Club

The Sunshine Club is run by Clarendon Road Primary School and is situated in the Ground Floor Hall. It is open to all children attending the school. We aim to provide high-quality, stimulating care in a safe and secure environment outside of school hours.

Our Breakfast Club Will Offer Children

- A healthy breakfast of fruit juice, cereal and toast.
- A variety of fun and stimulating activities e.g. construction, puzzles, games etc.
- Access to a quiet area for reading and relaxation.
- A chance to socialise with other children.
- A calm start to the school day.

Our After-School Club Will Offer Children

- A wide variety of fun and stimulating activities e.g. construction, puzzles, table-top games, creative activities etc.
- Access to outdoor play (weather and light permitting).
- A healthy snack.
- Access to a quiet area for reading and relaxation.
- Support with homework if required.
- A chance to socialise with other children.

Staffing

All staff employed by the club are interviewed to establish their suitability in compliance with the Children Act 1989 which includes an Enhanced Criminal Record Bureau Check. Staff will endeavour to maintain privacy and discretion in accordance with the school's Confidentiality Policy. Staff are kept up to date with new regulations and will have current relevant training on Child Protection, Equal Opportunities, Health and Safety, Food Hygiene, Behaviour Management and Fire Safety. Staff ratios are met as set out by Ofsted – National Day Care Standards for Out of School Care.

Admissions

The club is committed to providing a fair and open admission system that offers a good value service. The Club will only be open to children who attend Clarendon Road Primary School. Available places will, in the first instance, be allocated on a first-come, first-served basis by booking form. If there are no vacancies then they will be placed on a waiting list. We will arrange our waiting list and take into account the following:

- Siblings already attending the setting.
- Staff wishing their children to attend the setting.
- Number of sessions required.
- Prior to the first admission to the Club, you will be asked to sign a copy of the terms and conditions.

Drop-off and Pick-up

Adults must sign children into the club to ensure a safe handover. Children must be collected from the club by an adult known to the staff and child who sign to confirm they have taken the child into their care. Children cannot walk home unaccompanied from the club. In the event of an unknown adult turning up to collect your child, we will telephone the parent to confirm the identity of the adult before we allow the child to leave. Please remember the child is your responsibility until they enter our care.

Breakfast Club

Children should be brought to the main entrance by a parent or known adult. They will walk to their classroom at 8.45am. Early Years children will be taken to their classroom by a member of the Breakfast Club staff.

After School Club

Children in Reception and Key Stage 1 will be taken to the After-School Club by a member of school staff. Children in Key Stage 2 will make their own way to the Club directly from the classroom. A daily register will be completed.

Administration of Medicine

The administration of medicines within the club setting follows the procedures outlined in the school's Administering Medicines Policy.

Hot Weather

In hot weather parents are asked to provide sunscreen and sun hats for their children. Children will be encouraged to apply their own sunscreen but will be given support if they are unable to do so.

Food and Drink

The refreshments provided by the Club will be fresh and healthy. Parents must inform staff of any allergies a child may have to any food or drink. We will endeavour to accommodate specific dietary requirements a child may have, but if we are unable to do so we may ask a parent to provide food.

Safeguarding & Child Protection

The staff in the Club will follow Safeguarding and Child Protection procedures as outlined in the school policies. The safety and well being of every child is paramount and will be the top priority of the Club at all times.

Behaviour

Children and staff will be expected to adhere to the School's Behaviour Policy. Positive behaviour will be encouraged at all times and the consequences of unacceptable behaviour will be dealt with as outlined in the school's Behaviour Policy.

Partnership with Parents

The Sunshine Club will be managed by a staff committee made up of:

Deputy Headteacher: Mrs Gallagher

Administration Manager: Mrs Flevill

We are committed to working in partnership with parents and would encourage you to make an appointment to speak to the committee if you have any comments to make about the Club or the care of your child. We operate an open door policy and you are welcome into the Club at any time.

Complaints Procedure

We are committed to providing high quality service for everyone but accept that occasionally things do not always go to plan and we would of course want to know of your concerns in order to try and rectify them. If you have a complaint about any aspect of the club then please, in the first instance, speak to the staff in the club. If your complaint is not resolved to your satisfaction at this point, then please contact Miss Kelly, deputy headteacher at Clarendon Road Primary School. Please see the school's Complaints Procedure for further details.

Policies

A full copy of all the policies and procedures followed by clubs are available in the Policies section of the school website at www.clarendonroadschool.org.uk

Fees and Opening Hours

The following conditions of payment apply:

- All fees are payable in advance and can be paid via the Parentpay website (www.parentpay.com). Parentpay incurs a fee for each transaction so we will only take bookings online for monthly fees.
- Fees are still due if the child is absent from school. This ensures the place remains open for your child on their return. The only exception would be if the school made the decision to close, e.g. due to bad weather.
- Late payment of fees will result in your child's place being withdrawn.
- Additional fees will be charged for children not collected on time.
- If any Club is cancelled by the school then a full refund of the session(s) will be given.
- Initial commitment to the breakfast or after-school clubs is for a minimum of one term.

Making Payment

All sessions booked must be paid for in advance and must be paid by Wednesday 12.00 noon, the week before.

1. Parent Pay: Only bookings for at least four weeks in advance can be made via this method, you must inform the office of your requirements, you will be billed in advance and a text will be sent, payment must be received by noon the following day to secure the place.

2. Voucher Scheme: Please ensure payment and requirements are sent to school no later than Wednesday noon the week before the place is required.
3. Cash/Cheque Payments: A completed booking form along with payment must be returned to the school office no later than Wednesday noon the week before the place is required.

Early Birds 08:00-09.00	£3.50
After School Club 3.30pm–5.45pm	Full session 1 st Child £6.50 Siblings £6.00

THE SUNSHINE CLUB

PARENTAL CONTRACT

<i>Name of Child</i>		<i>Date of Birth</i>	
<i>Name of Child</i>		<i>Date of Birth</i>	
<i>Name of Child</i>		<i>Date of Birth</i>	
<i>Name of Child</i>		<i>Date of Birth</i>	

We believe these standard terms and conditions reflect the custom and practice of out-of-school clubs. The rules about payment of fees are designed to promote stability and assist the forward planning and proper resourcing of the Club. To enable us to provide and maintain our Service, we require all parents to be aware of, and abide by, the following conditions:

1. In this agreement, "Club" means The Sunshine Club out-of-school clubs (Breakfast Club, After-School Club) which are run under the control of Clarendon Road Primary School; "Child" means the named child on this parental contract; "Parent" means a parent or guardian of the child; "Service" means out-of-school-hours care.
2. The current schedule of fees is available in the prospectus or on the website www.clarendonroadschool.org.uk
3. All fees are payable in advance and may be paid monthly via the Parentpay (www.parentpay.com)
4. Continued late payment of fees will result in your child's place being withdrawn.
5. All sessions booked must be paid for. Please note:
 - a. Fees are still due if the child is absent from school.
 - b. This ensures the place remains open for your child on their return.
 - c. The only exception would be if the school made the decision to close, e.g. due to bad weather. In this instance a full refund will be issued for cancelled sessions.
6. Children must be collected at the agreed time. Fees are charged for late collection. The additional fee will be £5 per child for the first 15 minutes late and £5 per child for every 15 minutes thereafter.
7. Initial commitment to the breakfast or after-school clubs is for a minimum of one term.
8. Children will be expected to adhere to the School's Behaviour Policy. Positive behaviour will be encouraged at all times and the consequences of unacceptable behaviour will be dealt with as outlined in the School's Behaviour Policy.
9. Children must be accompanied by a parent or guardian on the first morning so that we can check details with them.
10. The Service may be terminated on one month's notice by the Governors to the Parent.
11. I can confirm I have been given a copy of the Prospectus, outlining other policies followed by the Club, which I shall read and adhere to.

Name of Parent/Guardian:
Signature of Parent/Guardian:
Date:



**CLARENDON ROAD PRIMARY SCHOOL
THE SUNSHINE CLUB BOOKING FORM**

Early Birds 08:00-09.00am	£3.50
After School Club 3.30pm-5.45pm	Full session 1 st Child £6.50 Siblings £6.00

PLEASE MAKE SURE BOOKINGS ARE HANDED IN BY WEDNESDAY 12.00 NOON WITH FULL PAYMENT.

We also accept Childcare Vouchers / Parent Pay or BACS.

Please note a late collection fee of £5.00 may be applied if you do not collect on time.

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Date - Week/s Commencing	
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1st Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
Early Bird Club	£3.50						
ASC 3.30-5.45	£6.50						

2nd Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
Early Bird Club	£3.50						
ASC 3.30-5.45	£6.00						

3rd Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
Early Bird Club	£3.50						
ASC 3.30-5.45	£6.00						

4th Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
Early Bird Club	£3.50						
ASC 3.30-5.45	£6.00						

Total amount payable for 1 week	£
Number of weeks:	Total £