

Our Lady Immaculate Catholic Primary School

Downall Green Road, Bryn, WIGAN, WN4 0LZ Tel. (01942 708438) Fax (01942 776614)
Headteacher: Mrs. R. Keating

As a loving family, we learn and grow together on a journey with Jesus.

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PARENTS HANDBOOK BREAKFAST / AFTER SCHOOL CLUB

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WELCOME TO OUR LADY'S BREAKFAST AND AFTER SCHOOL CLUBS

MISSION STATEMENT

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VENUE

The Breakfast and After School Clubs are situated within
Our Lady's Catholic Primary School,
Downall Green Road,
Bryn,
Wigan,
WN4 0LZ

Parents and Children are asked to use the School Hall entrance and wait for a member of Staff before entering

Tel: 01942 708438 Fax: 01942 776614

Mobile: 07379 865 939 or email us at enquiries@admin.ashtonourladys.wigan.sch.uk

BREAKFAST CLUB

The Breakfast Club provides before school care facilities for up to 24 children aged 4 - 11 years of age. Our current session times are Monday to Friday 7.45am- 8:55am

Breakfast is served until 8.30 a.m.

AFTER SCHOOL CLUB

Our After School Club provides after school care facilities for up to 24 children aged from 4 - 11 years of age. Our current session times are Monday to Friday 3.15 pm - 5.00 pm

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STAFFING

The Staffing ratio is 1:8. The Staff consists of a Co-ordinator and one or two assistants (depending on the number of children).

Parents are Required to sign their Child/ren into Breakfast Club every morning and on leaving After School Club every evening.

FEES

See Attached Sheet for Daily Charges

FEES ARE PAYABLE IN ADVANCE ON THE FIRST DAY OF THE WEEK THAT YOUR CHILD ATTENDS. PLEASE PAY A STAFF MEMBER.

Unfortunately fees will still be payable for any sessions that are missed, unless 48 Hrs notice has been given.

After School Club

PLEASE NOTE THERE WILL BE AN ADDITIONAL CHARGE OF £5.00 PER CHILD FOR EVERY 5 MINUTES LATE IN COLLECTING FROM THE SESSION.

We also charge £1 per session for the first 48 hours of absence, due to sickness.

Please note due to demand for both Breakfast and After School Club we would advise that you keep payments up to date.

Failure to pay during the week will result in a reminder for payment being sent out. If payment is not received by staff following receipt of the reminder this will result in your child's place being withdrawn until any arrears are paid subject to the place still being available.

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OUR AIMS

- To offer a range of activities to meet the age range and ability for fun, relaxation and study if required.
- To provide the children with a warm, caring, friendly and safe environment in which they can play and relax.
- To help the children in our care to make positive social contacts enhancing their social interactivity.
- To provide the parents with reassurance and stability, whilst the children are in the care of experienced staff.

HEALTHY SNACKS

At the Breakfast and After School Club children will be encouraged to eat a healthy snack.

If your child has a medical condition or allergy to certain foods/drinks it will be the responsibility of the parent/guardian to inform the staff immediately, so that necessary arrangements can be made.

BEHAVIOUR

All our activities and experiences are appropriate to the children's age and interests, thus reducing the possibility of frustration or boredom arising, which could lead to unwanted behaviour.

Should incidents of unwanted behaviour arise; the After School Club will follow the Behaviour Policy of the school. Consequences will be dealt with within the After School Club - this will be 5 minutes time out for a yellow ticket and 10 minutes time out for a red ticket. A copy of the Behaviour Policy can be provided on request.

Repeated misbehaviour may lead to withdrawal of the place for your child in the club. We will give you 2 weeks written notice if this occurs.

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ACTIVITIES

The Clubs offers a wide range of activities that are intellectually stimulating, challenging and fun, endeavoring to meet the varied age ranges and abilities of the children who attend.

Drawing / Colouring / Craft

Puzzles / word search

Board games

Lego / Knex

Play dough

Small equipment - balls, skipping ropes etc.

X Box 360

Music

Outside play - weather permitting (After school club) with play equipment as appropriate

EQUAL OPPORTUNITIES

Play and learning experiences provided by the Club encourage awareness of different gender, abilities, religious and social backgrounds. All children will be treated with respect and their individual needs catered for without discrimination.

CHILD PROTECTION

In compliance with the child protection Laws and Health and Safety guidelines, there will always be at least two members of qualified staff present on site at all times, regardless of the number of children present. Records of children's details will be kept on the premises for two years after leaving the setting. If any child discloses any information of a serious nature regarding abuse or neglect, it is the Out of School Club's responsibility to inform the Social Services Department

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FIRE DRILL

Fire drill procedures are regularly carried out and equipment inspected. Our fire drill procedure is displayed throughout the building.

SETTLING IN

Starting the Breakfast and/or After School Clubs for the first time or changing to a new club can be a big step for both parents and children. To help with this process of settling in, your child will be given special care and attention in the first few weeks or for as long as necessary until he/she feels comfortable in the new environment.

Your child/ren will be addressed by his/her preferred name. A name badge may be provided to assist the staff.

SAFETY AND RECORDS

Records are kept of attendance, medication, allergies accidents and illness, together with those records required by Law of date of birth, age, address, doctor etc.

A named person will be at hand should an emergency arise. By signing the contract you have given written consent for us to seek emergency medical attention should we be unable to contact you directly.