



# DANESHOLME ACADEMIES

**Before and After School**

**Care Club**

**Information**

**Updated Nov 2022**

## Danesholme Academies - Before and After school Care Club

Danesholme Academies' Before and After school Care Club is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend both of the Danesholme Academies.

The club is run by suitably qualified staff who are employed by the Greenwood Academies Trust. Overall management of the club is by the Executive Principal of the Academies.

The Before and After school Care Club follows the Academies' policies and procedures; these are available on each Academies' website or from either of the offices on request.

### Location

Both clubs are located in the Junior building, in the school hall or the room next to the school's main reception.

The club also has access to the Academy's facilities, such as the playground, field, and the library. Children will either via the hall doors or the main entrance and leave the club via the main Junior entrance.

### Bookings

Initially a registration and agreement form must be completed indicating the required days and times. The Microsoft form can be found on the school website.

If a place is available, then the booking and payment will be opened on ParentPay. All bookings will need to be made and paid for in advance on ParentPay, telephone or email bookings cannot be taken.

### Opening times

Before and After school Care club is offered during **term times only**. The Before and After school Care club will be **closed on teacher training days** and in the case of any emergency school closure.

Breakfast club is open from 8:00 am to 8:45am. Breakfast is served between 8:00am and 8:20am. Children are then taken to their classes at 8:45am.

After school club runs from 3:15pm until 5:30pm. A light snack is provided at about 4:00pm. The after-school club is also able to accommodate children who have attended a teacher led club in school once they have finished but the whole session is still chargeable as our staff are still ultimately responsible for the child until collection.

**The club closes at 5:30pm – we cannot accept late collections after this time.**

Fees and Payment (as of November 2022 – these are subject to review in December and may rise for January 2023)

Breakfast club - £3.00 (Inc breakfast)

Afterschool Club - £6 till 5pm or £7 till 5:30pm (Inc snack)

We are also able to accept Childcare vouchers as payment; our registration number is 940/2178. If you intend to pay via vouchers, please inform the office so that we are aware.

Charges for late collection: £5 for every additional 15min. We cannot accept any debt situations and your child's place will be withdrawn if you are in debt or you are frequently late for collection. No refunds will be given for cancellations other than in exceptional circumstances and by agreement with the Executive Principal.

Who can attend?

The club is open to all children that attend Danesholme Academies from Reception to Year 6. It is operated on a first come first served basis. If, however, there is a greater demand for places than those available, a waiting list will be operated. We may be able to accommodate some Nursery aged children if space and staffing ratios allow. For Nursery applications please contact the office directly.

Admissions policy: Our admission policy gives priority for places in the following order:

1. Staff members' children
2. Siblings of those already attending the club wanting places
3. Current regular part-time places wanting additional sessions
4. New full-time places
5. Occasional bookings

Complaints

We hope that you will be happy with the service we provide. However, should you wish to make a complaint, a copy of our complaints policy is on the Academies' websites.

What happens at the Club?

Structure of a typical session - approx. timings.

Breakfast:

8:00 am onwards Arrive and register.

8:00 – 8.20 am Breakfast served (see sample menu).

Free play activities – puzzles, games, etc

8.40 Tidy up

8:45 Children taken to classes

After school:

3.15 pm Children sent to / or collected from class and escorted to designated room.

Indoor and supervised outdoor free play

4.00 pm Snack time.

Free play continues.

5:30 pm Latest collection time.

### Activities

We offer a varied programme of activities including:

- Art & Craft
- Costumes and Role play
- Construction activities - Lego, etc
- Indoor and outdoor physical play
- Quiet area – Book Corner
- Cooking / Gardening
- Themed activities
- Computers

Organised activities will be on offer, but the emphasis is on child centred and self-directed play.

### Sample menus

We aim to provide a variety of healthy and nutritionally balanced food. Please be sure to inform us if your child has a special diet or food allergy.

### **Breakfast**

Cereals (Weetabix, Muesli, Rice Krispies etc) Not chocolate or sugar-coated cereals, Toast, Fruit, Yoghurts  
Milk and Water

### **After school** (*this is designed to be a snack and not a full meal*)

Pitta Bread, Wraps, Sandwiches or Pasta

Fruit - fresh and dried

Vegetables

Cheese

Yoghurts

Water / squash

### Contact and medical information

The club will use the schools' records for all parental contact, collection information and your child's medical information - please ensure you keep all records up to date with the main Academy office.

The Academy's policy on medication and illness also applies to the Breakfast and After School Club.

Behaviour

We expect the children to always behave appropriately and will follow the Academies' behaviour policy at the care club. Breaches of the behaviour policy may result in the place being withdrawn with immediate effect.

**This information booklet acts as the terms and conditions for requesting and accepting a place at the Danesholme Academies Breakfast and Afterschool Care Club.**