



Telephone Number- 07983 475467

email address: fandgclub@leys.herts.sch.uk

Dear Parent/Carer

Thank you for your interest in our Fun and Games Breakfast and After School club.

Our primary aim is to provide a safe and fun wrap-around provision for our pupils. The clubs will be run by our own staff who will organise a wide range of activities and games ensuring the children at breakfast club have a cheerful start to the school day and those at the after-school club have a fun way to finish the school day.

We are sure these clubs will be popular and to ensure that you can secure a place for your child you need to complete a booking form. When we have received your form, we will be in contact with you to confirm we have reserved the sessions you require and inform you of how to make payments via Schoolrooms. Once you are an established user of the club you will routinely be sent out a new booking form each month. Ad hoc sessions will need to be booked 48 hours in advance.

We are hoping to have an online booking system set up for September which will make it easier for you to book sessions. We will keep you updated on this and let you know when it is live.

Children are reminded that the Fun and Games Clubs are part of The Leys Primary & Nursery School and therefore the same expectations apply in terms of behaviour and respect for school staff and property.

I hope that you will find the information contained in this booklet useful.

Yours sincerely

Fun and Games Club

What is Fun and Games Breakfast and After School Club

The clubs are out of school childcare settings for children aged between 4 and 11 years who attend The Leys Primary & Nursery School.

The club is a non-profit making organisation.

The Club is run by school staff and therefore will be well known to the children.

MEET THE STAFF

Breakfast Club

Miss King



Mrs Powley



Afterschool Club

Miss King



Mrs Readings



Miss Pendrous



Fun and Games Clubs are available Monday to Friday term time only.

Please note that the after-school club will not open when the school finishes early i.e. last day of term.

BREAKFAST CLUB

Breakfast Club runs from 7.30am to 8:45 am and includes breakfast.

Breakfast club costs £3.50 per child per day.

An adult must drop them to the door and ensure that club staff have seen them. Children should not be dropped off at the gate and sent into the club on their own.

Breakfast on offer includes such choices as: cereal, toast, croissants, fruit, and fruit juices.

Older children are dismissed at 8.45a.m. to make their way to their classes (Y3-6).

Younger children are escorted to classes in time for the start of the day (Rec-Y2).

If a child is registered to attend the club and does not attend for any reason please email, text, or phone the breakfast club staff as soon as possible using **07983 475467** fandgclub@leys.herts.sch.uk

Where no explanation is available for a child's absence a telephone call will be made from the telephone number above to the parent/carer.

AFTER SCHOOL CLUB

After School Club runs from 3.15 to 6.00 pm in two sessions:

3.15 - 5:00pm Session A £7.00 per day per child

3.15 - 6.00 pm Session B £8.50 per day per child

A snack such as sandwiches, wraps, cheese, biscuits, and fruits are served to all children attending the after-school club.

If a child is registered to attend the club and is not going to attend for any reason please email, text, or phone the after-school club staff as soon as possible using **07983 475467** fandgclub@leys.herts.sch.uk

Where no explanation is available for a child's absence a telephone call will be made from the telephone number below to the parent/carer.

Children must be collected and signed out by an adult; children will not be allowed to leave on their own. If someone other than a parent/carer is going to pick up a child, the parent/carer must inform the club who has been authorised to collect them and a password will be agreed.

ACTIVITIES ON OFFER AT FUN& GAMES CLUB

The sessions are play based and structured to include quiet time and free play as well as planned activities.

Planned activities available may include:

- **Creative art and crafts activities** - painting, drawing, cutting, sticking and model making.
- **Free play** - activities chosen by your child.
- **Imaginative play** - dressing up and role play.
- **Messy play** - sand water clay and dough
- **Outside play** - depending on weather.
- **Sports activities** - organised by our PE staff.
- **Various special events** - disco, face painting, cooking, movie & popcorn

LATE COLLECTION

The club closes at 6:00pm promptly. Parents/carers must notify the Club if they will be late collecting their child.

Late collection will result in a £10 charge per additional 15 minutes. This charge is to cover the additional cost of staff members having to stay late in the day. To ensure there is no disagreement, you will be asked to sign the collection sheet with the pickup time recorded. This signature will confirm you are aware and will be invoiced this late charge the following month.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. In addition, regular headcounts are carried out during the session.

PARKING

There are 5 designated parking bays (marked in red) for parents to use when dropping off and picking up their children at the clubs. Please see site map attached which shows the route to be used to enter the club.

Use of these bays are restricted to the following times:

Breakfast Club - 07:30am to 08:15am

After School Club - 16:00pm to 18:00pm

Outside of these times parents will have to park outside the school.

IMPORTANT - There could be a constant flow of traffic in the car park. If you park your vehicle in one of the designated bays to drop off or pick up, you must then walk

your child to/from the building and extra vigilance is needed when crossing the car park.

OFSTED REGISTRATION

As the Fun and Games Club is part of The Leys Primary & Nursery School it is registered under the school's Ofsted Registration number: **117364**. You may need this information if you are paying for your child(ren)'s care with childcare vouchers.

PAYMENT METHODS

In all cases payment should be made in advance at the time of booking. Payments must be made via School Gateway. We also accept various childcare vouchers. If you will be paying with Child Care vouchers, please contact the school office team who will advise you before booking. To register for childcare vouchers, you will be asked for our Ofsted Registration number above.

CANCELLATION

We do require 7 days' notice of cancellation of a booking or full payment is required. We also require 7 days' notice to make changes to your booking.

This allows us to ensure we have the correct number of staff per children. Terms and conditions are available on the booking form. Cancellations should be made by telephone **07983 475467** to the office **01438314148** or by email to fandgclub@leys.herts.sch.uk

In the event of non-payment an invoice will be issued. Failure to settle this invoice may result in us requesting you find alternative care for your child until payment is made and the debt will be passed to Herts County Council legal team who will take action to recover the debt on our behalf.

COMMUNICATION

The mobile number for Fun & Games breakfast and after school club is.

07983 475467 (please add this number to your mobile contacts)

The email address is:

fandgclub@leys.herts.sch.uk

We aim to make each child happy and comfortable at the clubs. Any information relevant to a particular day can be discussed briefly at drop-off. If you have any more detailed issues that you would like to discuss with club staff, then you can arrange a mutually convenient time for a telephone call or short meeting outside of club operation times.

As you will appreciate, the Club staff have several children to look after and cannot pass individual messages onto class teachers. If there is something which the class teacher needs to know, then please write a note which will be passed on or call the school office.

BEHAVIOUR

Whilst attending our clubs, children are expected to follow the school ethos, rules, and behaviour policies at all times. We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

COMPLAINTS

Please click on the link below to view our Procedure for Dealing with School Based Complaints

<https://www.leys.herts.sch.uk/ki-complaints-procedure.html>

