

# St Joseph's Care Club

## Handbook

**2023/2024**

**I am special in God's eyes**

We will be a happy, welcoming school with Christ at the centre, where everyone is recognised as special

"Do not be afraid for I have redeemed you;  
I have called you by your name,  
you are mine.

Because you are precious in my eyes,



**Hazell Avenue**

**Aylesbury**

**Bucks**

**HP21 7JF**

St Joseph's School Telephone: 01296 484618

St Joseph's Care Club Telephone: 01296 469406

St Joseph's Care Club Mobile: 07936 566505

## INTRODUCTION

This Handbook contains detailed information about St Joseph's Breakfast and After School facility.

The club is run and managed by employees of The Thomas Catholic Academies Trust working at the school. Comprehensive details of our policies and procedures are available on the school website [www.stjosephsrcinfant.bucks.sch.uk](http://www.stjosephsrcinfant.bucks.sch.uk) or supplied on request.

St Joseph's Care Club admits children attending St Joseph's School, who are, or will be, at the time of admission to the club in full time education in either Year R, Year 1 or Year 2 at St Joseph's Catholic Infant School.

Pre-School Siblings of children already holding a place in club will be admitted on an individual agreement basis at the schools discretion. This will take into account the children already at the club and the staffing situation.

The capacity of the clubroom is 32 children.

Admission criteria can be located in the Admissions section and a waiting list is in operation in event of the club being fully subscribed.



### **Breakfast Club (BC) (Term Time Only)**

Monday to Friday - 7.45 am until 8.40 am (chaperoned to classes at 8.40 am)

Breakfast is served from 7.45 – 8.15am (see sample menu)

**Price per Session                      £ 7.00**

### **After School Club (ASC) early (Term Time Only)**

Monday to Friday - 3.15 pm until 4.30 pm

Drink with fruit/biscuit is served between 3.20 – 3.45 pm

**Price per Session                      £ 7.50**

### **After School Club (ASC) late (Term Time Only)**

Monday to Friday - 3.15 pm until 6.00 pm

Light tea is served between 4.30 – 5.00 pm (see sample menu)

**Price per Session                      £14.75**



# **WELCOME**

## **Breakfast and After School Club Activities**

We aim to provide a high standard of play provision and offer a wide variety of age appropriate activities and play opportunities for children.

The staff will at times invite the children to take part in the planning and decision making of their Club. We operate a Club Council which is a committee of children from different age ranges. Their views are respected and valued.

The range of activities over all age groups includes arts and crafts, play dough, sports and games, construction, dressing up, small world play and musical instruments. We also provide a quiet area for reading and homework if required. We make full use of the playground, weather permitting and are able to access the school hall on occasions. Themed weeks may be organised and all children are encouraged to participate. Activities are supervised by staff at all times.



## **Key Person**

The Club operates a Key Person system for children who are in the Early Years. Staff and parents meet to share information and to ensure that the individual needs of the children are met.

Older children attending Breakfast and After School Club may be encouraged to Buddy the younger children. This helps promote a caring environment and the building of positive relationships.

Information about your child's progress will be shared with you and may be passed onto their class teacher to help build a picture of what they can do and enjoy doing. Class adults may also share information with Clubs to help Club staff understand your child better.



## Food in the Club

Please speak to the Care Club Manager/Supervisor if your child has specific dietary needs. The Clubs are committed to offering a variety of healthy food options and we ask parents not to send children with food from home. We consult with the children regularly about the choices on offer and try to include their suggestions.

*Sample Breakfast Menu with some example activities:*

### **Breakfast Club**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<i>Toast</i>	<i>Toast</i>	<i>Toast</i>	<i>Toast</i>	<i>Toast</i>
<i>Cereals</i>	<i>Cereals</i>	<i>Cereals</i>	<i>Cereals</i>	<i>Cereals</i>
<i>Jam</i>	<i>Honey</i>	<i>Marmite</i>	<i>Baked Beans</i>	<i>cheese</i>
<i>Croissants</i>	<i>Pikelets</i>	<i>Muffins</i>	<i>Honey</i>	<i>Waffles</i>

<b>Special Activity</b>	<i>Spring painting (painting flowers, birds etc.)</i>
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Children should arrive into Club before 8.50am to allow for time for them to be chaperoned into class ready for registration at 9.00am.

### **After School Club**

A snack is served e.g. Milk, water or squash with fruit and a biscuit. For children staying for the longer session a light tea is served from 4.30pm to 5.00pm

*Sample 'After School' Menu with some example activities:*

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Tea</b>	Ravioli Bread/Toast Cheese Jam, M'mite, honey Fruit & veg	Bread/Toast/bagels Chicken/Turkey Cheese Jam, M'mite, honey Fruit & veg	Bread/Toast Cheese Tuna, s'corn & mayo Jam, M'mite, honey Chicken/Turkey Fruit & veg	Bread/Toast/bagels Breadsticks & dip Cheese Jam, M'mite, honey Fruit & veg	Beans & sausage Bread/Toast cheese Jam, M'mite, honey Fruit & veg

<b>Activities</b>	Magnets Felt shapes Cars & mat	Doctors set Airport knex	Wood making set Barbies Books	Uno Jigsaws Magnets	Hama beads Circus Space station
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<b>Special Activity</b>	Making biscuits for Fathers' Day
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## **ADMISSIONS**

St Joseph's Care Club admits children attending St Joseph's School, who are, or will be, at the time of admission to the club in full time education in either Year R, Year 1 or Year 2 at St Joseph's Catholic Infant School.

As places are limited, admission criteria will be applied and a waiting list is in operation in event of the club being fully subscribed.

**New Care Club applications for next academic year must be received by**

**5<sup>th</sup> June 2023.**

Parents of children already attending **must reconfirm** sessions by this deadline.

### **Allocation of Places for the Next Academic Year**

Places for our Club provision **will be offered in the week commencing 12<sup>th</sup> June 2023** using the following criteria in order and dependent on spaces available:

Children currently in Reception or Year 1 already attending the Care Club.

Children who have been offered and accepted a place in Year R, Year 1 or Year 2 and are siblings of children already attending the Club.

Any other children who qualify at the time of admission as having been offered, and accepted a place in Year R, Year 1 and Year 2 in waiting list order.

Pre-School siblings of children already holding a place in club will be admitted on an individual agreement basis at the schools discretion. This will take into account the children already at the club, and the staffing situation.

### **Ad hoc – weekly**

Ad hoc places can only be booked in the week they are required and if spaces allow. Parents interested in booking a place in either of the Clubs should complete an application form to register interest for specific days and times. The forms are available on the school website, or from the school office.

An initial £20 registration fee is payable per child and is charged via the parental ParentMail account.

### **Children of Staff employed at St Joseph's School**

Places will be considered by the school for children of staff where the children are on roll at St Joseph's. Requests should be made via the school office.



## Applications throughout the year

Admissions take place throughout the year subject to availability. Parents can apply throughout the year for a place in the Care Clubs. Applications must be made via the school office and will be allocated according to spaces available and the admission criteria.

When advised that a place is available parents have **48 hours to accept or decline the place**. The offer will be withdrawn after this time and may be reallocated.

Parents are then required to complete an admission form and permission slip that **must** be returned before your child's first session. This form provides us with emergency contact numbers and informs us of any particular needs a child may have.

## Pupil Information

**It is the parent's responsibility** to ensure that our records are regularly updated.

We ask parents to visit the club with their child before the child's first session to meet the Club staff. We regard this meeting as an essential part of 'settling in' for any child.

We also ask parents to complete an up to date 'All about Me' if their child is already at the school.

Staff will pass completed 'All about Me' documents to Club staff for children new to the school to help them get to know a child.

This handbook and conditions are reviewed annually in April each year for the following academic year.



## **PAYMENT TERMS AND CONDITIONS**

Fees are paid monthly in advance for all Care Club sessions. Invoices are issued via ParentMail. Payments are accepted by either ParentMail or Childcare Vouchers.

Confirmation of payments made via Childcare Vouchers with the reference number and date of payment must be emailed to the school office: [office@stjosephsrcinfant.bucks.sch.uk](mailto:office@stjosephsrcinfant.bucks.sch.uk)

The Care Club will withdraw the child's place with immediate effect if the fees are not settled by the due date (unless late payment has been agreed by the Headteacher).

Outstanding fees may prevent entry into Club.

Additional adhoc sessions are not permitted if there are any outstanding invoices for payment.

We accept funding through the student loan company (SLC) - **initial 15% must be paid by parents by the invoice deadline date**. The remainder is claimed weekly by the school and parents must log in to their account to authorise payment on a weekly basis.

## **CANCELLATIONS/CHANGES TO BOOKINGS**

In the event of a school closure, we will issue a credit against the following months invoice,

Four weeks' notice is required in writing to the school office to permanently cancel your child's place. Fees are still payable during the 4 weeks term time notice irrespective of whether or not your child attends the place previously booked. **This is not negotiable.**

Any increase to days within a month will be invoiced at the time of booking.

Any decrease in days requires four weeks term time notice in writing or by completing an amendment form. Fees will still be payable during the notice period.

Sessions will not be refunded if a child is unable to attend a booked session and no reduction or alternative session will be offered.

If your child is not attending club for any reason you must notify the school office. Absences must be reported on the day to ensure the safety and well-being of all children and so that registers can be amended. (School phone numbers are listed below).

***It is the parent's responsibility to inform Club staff directly if their child will not be attending a booked session. In addition to this, parents are required to inform the school office of any changes to collection arrangements.***

**Direct lines: (Club lines have answer phone facilities during the school day)**

**Club Phone number 01296 469406**

## **DROPPING OFF / COLLECTION OF CHILDREN**



We ask that parents/carers access the school site on foot via the main entrance pedestrian gate and do not drive onto site.

For the safety of the children and to set a good example of road safety we request that once inside the school grounds, that you cross at the zebra crossing and use the pathway along the side of the building to reach the Club.

A child must always be collected by an adult. (Not below 18 years of age).

Please notify us if anyone other than the person/s specified on the admission form is to collect your child. A password will be required if the person collecting your child is not known to Club staff. The Club staff will contact parents if there are any doubts over the collection arrangements.

### **Late Collections**

**Parents must notify Club staff by phone if they are going to be late to collect their child. A late collection fee may apply.**

The Manager/Supervisor will telephone the parents or emergency contact numbers should no-one arrive to collect a child at the end of the session. We will alert the Local Authority Social Care team and possibly the police if we are unable to contact a parent/carer after 30 minutes.

Collection later than 4.30 pm for a booked After School early session will incur the additional late session fee i.e. £7.50 additional charge. Collection after 6.00 pm will incur a late fee of £10.00 per 10 minutes.

Parents will be issued with an Adhoc invoice for the additional charges payable.

### **Safe Collection**

Please ensure that you have included on your admission form details of anyone who may be collecting your child. If we do not have parental permission to release your child we will hold them until we contact you. We will ask anyone unfamiliar to us for ID, unless we have been previously introduced by you. In emergency situations a password may be used to allow unknown people to collect a child. We ask that you support us on this matter for the safety of your child.

### **MEDICATION/HEALTH**

Only prescribed medication (or medicine accompanied by a doctor's letter) can be given in the Clubs.

Medication can only be accepted if it is in its original container displaying the label printed by the dispensing GP or pharmacist. It must show the child's name, dosage and instructions. Parents/carers must complete and sign the medication authorisation form. We will ask for a signature from the parent/carer each time we have administered medication.

We will not administer non-prescription medication unless an Individual Healthcare Plan is in place, or the medicine is accompanied by a letter from the child's doctor.



## **ACCIDENT & ILLNESS**

In the event of your child being taken ill whilst in Club, we will contact parent/carers and ask for them to be collected. Should we be unable to contact parents we will then contact named additional adults. Parents must provide emergency contact details. Please do not send your child to the Club if they are unwell. Parents should contact the Club if their child is not going to attend a session **by telephoning the Club on 01296 469406 or 07936 566505. An answer phone operates when the Club is not in session.**

First Aid will be administered should a child be involved in an accident whilst in Club.

Parents will be informed when the child is collected at the end of the day. Parents of any child requiring hospital treatment will be contacted immediately. There is always a first aider on duty in Breakfast and After School Club.

All medical information held about your child is confidential.

## **SUNSCREEN POLICY**

We actively encourage children to protect themselves from the harmful rays of the sun. We ask that your child has a sun hat and clothing which covers the arms is preferable. If you need to send a sun product in with your child, they will be asked to apply it themselves under the supervision of Club staff.

## **SPECIAL NEEDS**

We are proactive in ensuring that the needs of each child are met. Within the partnership with parents and any other relevant parties we take every step to promote the welfare and development of our children. It is important that you highlight to the staff any additional needs your child may have on the 'All About Me' form or arrange to speak to a member of the club staff.

## **EQUALITY OF OPPORTUNITIES**

The Club works in accordance with all relevant legislation and encourages children to respect each other as individuals. Families are welcomed and valued equally and they have access to the same information and opportunities. Our practice celebrates differences and similarities.

## **BEHAVIOUR MANAGEMENT**

The Club's code of behaviour is agreed and reviewed annually by our children and the rules are displayed. Children work with staff to ensure that the Club rules are followed. Sanctions imposed may include a short time out – moving away from an activity, moving to a quiet space, and sitting beside an adult.

**In the event of repeated or extreme inappropriate behaviour a child may be excluded from the Club for their safety and that of the other children and staff.**

## **CHILD PROTECTION**

The Club has comprehensive policies and procedures which parents may request to read. All staff will attend Child Protection training as part of their core training. Concerns will be reported to the Designated Safeguard Lead (DSL) or directly to First Response.

## **PERSONAL BELONGINGS**

Staff will make every effort to re-unite children with their belongings. Please mark all of their belongings clearly with their name. **Children must not bring food, toys, jewellery or any personal possessions to the Club as we cannot be responsible for their safe keeping.**

## **COMPLAINTS**

All complaints and concerns should be made to the Care Club Supervisor in the first instance. If you still have concerns, please contact the Headteacher who will investigate the complaint further and respond within 10 days. For more details regarding Policies please contact the school office or see the school website.

## **PARENTS' CHECK LIST**

- Book a visit to the Club to have the opportunity to talk through any questions or concerns. Child care may not be suited to every child.
- Complete an application form indicating the days required to register interest
- Following an offer – accept or decline the offer within 48 hours
- Complete and return the Admission Form, Agreement and Permission Slip. This must be completed for each child and must be signed and returned prior to the first session.
- Pay the registration fee
- Initial visit - discuss the details on the Admission form and the 'All About Me' form, such as your child's likes, dislikes, friendship groups, dietary requirements. The staff member will discuss where to find full guidance on policies, the layout of the Clubroom, and the routines.
- If necessary, book a further meeting with staff to discuss details of a special needs plan or medical plan for children requiring regular medication such as for an allergy or medical condition.
- **Pay fees by the due date to ensure your place is secure.**

## **USEFUL CONTACT INFORMATION**

Chair of Local Governor Committee:	Mr Richard Baker, 01296 484618
St Joseph's Catholic Infant School:	01296 484618
St Joseph's Care Club:	01296 469406 or 07936 566505 (mobile)
Ofsted Helpline:	0300 123 1231

**Ofsted Registration Number: 148672**

