INFORMATION BROCHURE
ST SAVIOUR BREAKFAST & AFTERSCHOOL CARE CLUB

St Saviour C.E.Primary School, Fold Road, Stoneclough, Radcliffe, Manchester M26 1EU
School Office Telephone: ***01204 333437*** **ASCC Telephone:** ***07879819308***
Email: breakfastandascc@st-saviourringley.bolton.sch.uk

REGISTRATION

Before attending the scheme registration forms must be completed and returned for all children. If there are any changes to your child's information, for example: address, contact details allergies, health etc, you must let us know as soon as possible. We need to have correct information so that we can ensure your child's safety at all times.

The registration form gives the club staff consent to provide child care for your child, permission for your child to participate in activities, and permission to act on your behalf in an emergency medical situation. You must provide all the information listed, for example any specific dietary requirements, adults who are allowed to have access to the child and at least 2 emergency contact numbers must be given.

If you would like help with filling in the registration form, our staff will be happy to go through the form with you. This will be done in the strictest confidence

ADMISSIONS CRITERIA

ASCC is available to children between the ages of 4-11 years, attending full time education at St Saviour C of E Primary School.

SPECIAL NEEDS

We are committed to considering equal opportunities in all aspects of our services and work. ASCC strive to identify the needs of our customers and as far as possible meet these needs. As a caring organisation, it is the intention of ASCC to integrate children with special needs in our club.

ARRIVING AND DEPARTING

A register will be taken at the start of each session. When dropping off in the morning you must sign your child into club via the screen in the main office entrance area, equally on collection of your child, parent/carer(s) will need to sign children out of the scheme.

For safety reasons, only adults (minimum age 16) whose names are on the consent form will be allowed to collect children from the scheme. In an exceptional circumstance, upon receipt of written authority, the age limit may be waived at the discretion of the Headteacher.

Children booked into afterschool club must register with the club, even if the session is no longer required. Parents must sign their child out of club. If a child is to go home with anyone other than the parent/nominated person, a letter from the parent must be sent in to school for the attention of the ASCC.

Please note:
Afterschool Club closes at 6pm, it is the parent/carer(s) responsibility to make sure your child is collected by 6pm. Charges for late pick-ups between 6pm and 6:15pm is £20, and between 6:15pm and 6:30pm is an additional £20. After this time, if we have not had any contact from the parent, our After School Care Club Manager, under the Local Authority Guidelines, will contact Social Services to report your child has not been collected.

BREAKFAST & AFTER SCHOOL CARE CLUB

Staff are on site between 7:45am-9:00am & 3:00pm-6:00pm. Once you have registered your child with the club you will be able to book a place for your child in the Breakfast/After-School-Care-Club. At the club children can have a snack and are given the opportunity to join in a wide range of games and activities. If they are feeling a bit tired, they can relax in the quiet area.

BOOKINGS AND PAYMENT

Bookings can be made via the School Gateway App/Website under the Clubs section. You must choose the day & session required, and then make your payment via School Gateway. If you pay via Childcare Vouchers or the government voucher scheme please send in a booking form which can be downloaded from the school website, or are available in the main entrance reception area. Completed forms can be posted through the secure letterbox in the office reception area, or emailed to breakfastandascc@st-saviourringley.bolton.sch.uk
Telephone bookings are not permitted.

All bookings must be made by 10:30am Friday prior to the week of booking, or 10:30am on the last day of term/half term for the week we return to school. If you are booking using a paper booking form this must also be emailed/handed in before 10:30am Friday prior to the week of booking. The only exception to this is when we return to school following the Summer Holiday. Any booking required for the first day of term in September must be made by 10:30am on the last day of Summer term, all additional bookings for this week must be received, and paid in full, by 9am on the morning of our return to school.

All bookings must be paid for in full at the time of booking i.e if you make a booking/complete a booking form for more than one week, you must pay for all sessions booked/ included on the booking form. Payment is required in advance to secure your child's place. Payment can be made online with the School Gateway app, via PayPoint, Childcare Vouchers or the Government Childcare Voucher scheme. Please note however, if paying by PayPoint/Childcare Vouchers, you must ensure payment is made in good time, 24-48 hours, prior to your booking form being received. If your payment has not been made in good time, i.e it has not hit our bank account additional admin fees will be incurred.

If you miss the 10:30am deadline on Friday, (this includes sending a payment with no booking form, sending a booking form but with no corresponding payment, paying via childcare vouchers and payment is not received before 10:30am, only making a payment and not booking your days on the Gateway) your booking will incur additional admin charges with no further bookings being accepted until these have been paid in full.

Please note – If your child does not attend for any reason on the days already booked and paid for, no refunds will be made and sessions cannot be swapped to alternative days.

PRICES All fees are payable in advance.

Breakfast Club 7:45am -8:50am	£6.00 per child per session
After School Care Club 3:15pm-6:00pm	£9.00 per child per session

BOOKINGS

Late bookings are not encouraged, however, if a parent/carer is unable to make any alternative arrangements for their child, and we have capacity in our club for extra numbers, we will do our best to accommodate your request. Late requests create additional administration work and will therefore incur an admin fee in addition to the usual session charge. Admin fees will be charged for the booking request, not per child.

Admin Charges will be applied as follows:

a. If your booking is for 1 day only, either morning, afterschool, or both, an additional admin fee of £8.00 will be charged.

b. If your booking is for more than 1 day, regardless of the number of days requested you will be charged an additional £15.00 admin fee.

If you wish to request an emergency booking you must either email or phone the school office. Do not email any late requests to the designated Breakfast/ASCC email address for bookings for club, unless told otherwise by a member of the office staff. This email address is not regularly monitored as it is specifically for bookings processed within our standard booking deadline.

SICKNESS

If your child is ill, please make sure you ring the school office before 9.30am on 01204 333 437.

VISITORS COMMENTS BOOK

The comments book is kept on site and everyone is welcome to write about the service we provide. This is very useful to us as we can see what you think and if there are any changes we need to make to the scheme. You may think that nothing needs changing, but please let us know this also, so we can show that we are constantly consulting with you about the scheme. Please ask the staff where the visitors book is kept.

EVALUATING OUR SERVICE

From time to time we may send out questionnaires for you and your child/ren. This is so we can find out what we might need to change and what works well. There could be things that your child/ren want to change. We know how busy you are but we will try to keep the questionnaires brief but they are important to us to keep the scheme up-to-date and of good quality.

COMPLAINTS PROCEDURE

If you have a complaint please talk to the ASCC Manager who will investigate the matter and report back to you within three working days. If you feel the issue is not resolved following this, or feel you cannot complain to the ASCC Manager, you may discuss your complaint with the Headteacher. Should you still feel dissatisfied with the situation then you may take your complaint to the Governing Board of the school.

USEFUL CONTACT NUMBERS

St Saviours C.E. Primary School
Fold Road
Stoneclough
Radcliffe
Manchester
M26 1EU

Telephone: 01204 333437
E-mail: office@st-saviourringley.bolton.sch.uk

Office hours are Monday-Friday 8:45am-4:00pm

Mrs S Hesketh – School Business Manager
Mrs C Baines – Admin Support
Mrs S Threlkeld – Admin Support

Mrs J Byrne – ASCC Manager
Telephone: 07879819308