



St Margaret Clitherow Catholic Primary School

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After School Recreational Club ARC and Breakfast Club

St Margaret Clitherow

After School Recreational Club

ARC and

Breakfast Club

All pupils from St Margaret Clitherow are welcome to register for Breakfast club and ARC.

These clubs run term time only in line with SMC's term days, five days a week. Breakfast club runs 7.30am to 8.40am and ARC 3.15pm to 6pm Monday to Thursday, Fridays ARC closes at 5.30pm. The ARC's team of qualified, experienced and dedicated staff, have all been CRB checked and trained in First Aid, Food Hygiene and Health and Safety.

Our main aim is to provide a safe, fun, familiar environment for all children. The children can socialise at meal times whilst eating breakfast or the snack provided at After School club and then play, relax through games and organised activities and even do their homework if they would like to at ARC.

Breakfast Club

Operates from 7.30am to 8.40am or 8am to 8.40am when school commences. The children will be offered cereal or yoghurts, fresh fruit and toast with a selection of jam or marmalade. There is milk or water to drink.

We ask that the parents sign in their children and that all children arrive by 8.25am as breakfast is only served until 8.30am. After breakfast club has finished the children are escorted to their classroom for registration.

After School Club

All children in Reception and KS1 are collected from their classrooms and brought to ARC by staff. LKS2 children are collected from their classroom by a member of the ARC staff and taken to ARC, UKS2 are met in the Gallery by a member of After school staff. All the children will be registered before they go and play.

The children are offered a light tea during the afternoon. Examples of a light tea are filled rolls, wraps, sausage rolls, baked beans on toast, pizza followed by a dessert. Water is always available. We cater for children who have allergies and dietary requirements.

We do have the use of all play areas within school and we like to spend as much time playing outside as possible. The children can play with outdoor equipment and also have the opportunity to join in with organised sporting activities. In case of poor weather or light the children have the option to go into the hall for a controlled physical activity i.e. bench ball, just dance.

We also offer quieter time where the children are offered a craft activity, board games or even at times a film.

We ask that parents/carers sign their children in at Breakfast Club and out when they are collected from ARC.

ST MARGARET CLITHEROW AFTER SCHOOL AND BREAKFAST CLUB TERMS AND CONDITIONS

- 1) Fees for the breakfast school club are £5.50 per session. Parents/carers may drop their children at any time from 8.00am, where breakfast will be served until 8.30am. However, if you require the early start of 7.30am, there is an additional fee of £2.50.
- 2) Fees for the After school club are £12.50 per session until 5.30pm then an additional fee of £2.50 from 5.30pm to 6pm. The After school club begins at the end of school and finishes at 6pm. Parents/carers may pick up their child at any time, no later than 6pm., but will be charged the additional fee from 5.30. For collection parents/carers must park in the **top car park** only. There is **no parking** on site at all for morning drop off.
- 3) All parents/carers are requested to make sure that their children are collected by 6pm. If you are unavoidably delayed (e.g. road accident or broken down public transport) please contact the School Office on 01732 358000 so that a message can be passed on to the staff or during ARC hours call **07901965030**. In the unlikely event that a parent/carer is inexplicably late to collect their children more than once a term, a late charge will apply (charges up to the fee of a session). We do like you to try and provide an emergency contact who you can call upon if needed.
- 4) The club operates a per session charging system and hourly rates are not available. Fees still apply if your child is sick or unable to attend for any reason. It is important to contact the School Office if your child is not attending after school club, so the staff can be advised and not wait for your child.
- 5) From the time of booking a contracted day you are guaranteed this place for your child every week. Your contracted place will remain booked until such time as you give written notice either in a letter or an email. A four week notice period is required if you no longer require your place at the After school club.
- 6) An invoice will be raised for each contracted day and the fee is payable in advance. Invoices are issued per term and payment must be made in full within two weeks of them going onto Parent Pay. Any queries must be brought to our attention as soon as possible. **All fees are to be paid in full, in advance.** However, payments can be made in instalments or with

child care vouchers by arrangement. Please contact the school office if you wish to pay using a standing order.

- 7) A late payment fee of one session's cost will be charged if invoices are not settled following a payment reminders. Following this, we reserve the right to remove your place/s from ARC and it may be offered to the next family on the waiting list.
- 8) Should additional or Ad Hoc sessions be required, these must be agreed in advance and are subject to availability. Charges for any one-off days will be added accordingly to invoices. If your child does not have a regular session booked, the cost per session is £17.50 for After School Club and £6.00 for Breakfast Club with an additional charge of £3 if you require 7.30am start.
- 9) All children, staff and adults are expected to show respect at all times when in the setting and the children will be consulted in agreeing and adhering to all ARC's ground rules. If there is a continual behaviour issue, parent/carer will be informed and the behaviour management procedure will be implemented. If there is no improvement and the safety of other children at ARC is compromised then action may be taken to exclude the child from ARC. This is only in very extreme circumstances and all efforts will be made to make ARC a positive and fun place for all the children. Our fundamental responsibility is for health, safety and welfare of all the children attending ARC at all times.
- 10) If for any reason you wish to contact ARC we ask that you call the school office between 8.30am and 3.15pm otherwise please call the mobile 07901965030 or email ARC@st-margaret-tonbridge.kcsp.org.uk