



Charlies Before School Club



Charlies

*Parental Guide &
Registration Form 2024*

Our Club

Charlies Before School Club, Charlies, is run by St Charles RC Primary School and exists to provide high quality out-of-school childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am – 8.50am term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admission

Applications will be dealt with in the order they are received and places will be allocated by the School who has the final decision on applications.

Applications to the before school club will be prioritised as outlined below:

1. Existing users of the club who require the exact bookings in the next term as they've enjoyed in the previous term, will be guaranteed the same arrangements.
2. Siblings of those who fulfil criteria (1).
3. Children who require a full-time place (5 weekly sessions) will be given priority. The more sessions in a week a child requires, the higher their priority. Once full-time / regular places children have been allocated, the policy below will then apply.

Once the deadline for applications has passed, all things being equal, applications will be prioritised by the order they are received. If the club is full, you may wish to be added to the waiting list. When a place / slot becomes available, they will be filled based on the criteria above and then on a first come, first served basis.

There is no guarantee that the specific days requested will be given, but every effort will be made to accommodate parents/carers requests.

Should existing users wish to make more than minor changes (e.g. a reduction of more than 2 slots) to their booking for the Autumn term, they will be treated as a new member. If parents who have had their places confirmed change their mind, they will have to pay for the first half-term in full.

If the School suspect anyone has abused the Admission Policy to secure a place, we reserve the right to remove your child from the club(s).

The School reserve the right to take into consideration special or exceptional personal circumstances to allow children to supersede the admissions criteria.

Booking & Payment

Places are strictly limited.

Once you have a place at the club, it is guaranteed until you voluntarily give it up, or the child leaves St Charles RC Primary School. If you wish to take up your place at a later date, the admission policy / waiting list will apply. If you wish to increase the amount of sessions that your child requires, you must request this in writing to charliesm279pd@gmail.com

Giving notice: If you no longer require a place for your child or wish to reduce the amount of sessions that your child will attend, you must give a half-term's notice in writing to charliesm279pd@gmail.com.

Fees will be payable during this notice period whether or not your child still attends, this is strictly enforced.

Fees and payment

The session costs include breakfast.

	From	To	Cost per day	Cost per week
Breakfast	07:45	08.50	£5.00	£25

You will be invoiced half-terminally in advance for the sessions you have been allocated. Invoices will be sent out two weeks before the end of the half term, and all payments must be made by the first day back in school after each half term.

- Parents will receive a reminder once this deadline has past, if payment is not received within 5 days of this reminder, a further reminder will be sent and a £5 admin charge will be added to the outstanding balance. If payment is not received within 5 days of this second reminder, a further £5 admin charge will be added, the debt will be passed to Salford City Council Debt Collectors and the child will lose their place at the club.
- If a child's account has any debts for Charlies or school dinners, we reserve the right to not offer or withdraw their place at the club.
- Places must be paid for even if your child does not attend.
- Refunds for the absence of a child can only be given in exceptional circumstances and at the SLT's discretion.
- We accept most Childcare Vouchers; please email charliesm279pd@gmail.com for details, alternatively you can pay using the tax free Government Childcare scheme, saving 20% of the cost. When searching for our setting, use M279PD (no space).
- Payment can be made on Schoolcomms.

Please note that fees may be increased periodically in order to cover the costs of running the club. You will be notified of any increases at least one half-term before they come into effect.

Dropping off

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the main school entrance, the staff will be alerted to your arrival when you press the Charlies doorbell situated on the right next to the leaflet display.
- Children will only be admitted from 7.45am when members of staff are on the premises. Under no circumstances should a child be dropped off at school before 7.45am or left with an adult who is not part of the before school team, ie the caretaker or office staff.
- A register will be taken showing the arrival time of every child.
- Younger children will be taken to class by staff at 8:50am.

Structure of a typical session (timings are approximate)

Breakfast

7.45am	Arrive and register. Free play activities – art table, puzzles, games, library books
8.00am	Breakfast served until 8.30am (see sample menu)
8.40am	Tidy up
8.50am	KS1 & KS2 children go to class, EYFS are escorted to class by staff

Activities

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities - Lego, blocks, etc.
- Indoor and outdoor physical play

- Educational computer games
- Quiet corner / Reading / Homework
- Themed activities

Organised activities may be on offer but the emphasis is on child-centred and self-directed play. We have a good range of play equipment including books, games and puzzles.

Food

We aim to provide a variety of healthy food from all the main food groups - a mixture of carbohydrates, protein and fruit. If your child has any special dietary requirements, please speak to the Club-leader.

- Various cereals e.g. weetabix, cornflakes, rice crispies, cheerios & shreddiees
- Toast
- Fruit

First Aid

All current school policies will apply.

- Please note: The school registration form contains an authorization giving staff permission to act "in loco parentis". If you cannot be contacted in time, the Club leader will invoke that authority to take action to gain appropriate medical treatment for your child.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of St Charles RC Primary School staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately.

Club rules

Staff will use the existing school behaviour management system which is age appropriate.

All places are allocated at the discretion of the School and can be withdrawn at any time if a child's behaviour endangers either himself/herself or others.

Complaints

We hope that you will be happy with the service that we provide, however should you wish to make a complaint the school complaints policy will apply.

Contacts

Club Contact Number: TBC (only available during club hours 7.45am to 8.50 am.) If you call outside the core hours, please leave a message and someone will return your call.

Address for correspondence:

Charlies Before School Club,
St Charles RC Primary School
Emlyn Street
Moorside Road
Swinton
M27 9PD

In an emergency please ring the School office: 0161 921 1945

Please return any correspondence to St Charles RC Primary School office, or to the address above. As this is a new venture, we will review and could make changes to the service in December 2024.



Charlies Before School Club Agreement

Iparent/carer of have read and accept a copy of the Charlies club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Charlies Before School Club each month when invoiced.

The sessions in this contract are 7.45am – 8.50am.

Signed:.....

Date:.....



Charlies Before School Club Registration form

*This information will be collated and stored in line with the schools' privacy notice and data protection policies.

Forename		Surname	
Home address			
Post code			

Contact information 1

Forename		Surname	
Mobile		Relationship to the child	

Contact information 2

Forename		Surname	
Mobile		Relationship to the child	

Contact information 3

Forename		Surname	
Mobile		Relationship to the child	

Medical information

GP Surgery and phone number		Medical Conditions	
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Is there a current Health Care Plan in school? Yes/No

Dietary information

Allergies	
Vegetarian/Halal	

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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Charlies

St Charlies Before School Club Registration form

Name

Year group

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Date to start from:

Signed:

Print name

Dated:

Office:

Start date confirmed Y/N

Allergies/contact details added to file Y/N