



## **New Parent Information**

### **After School Club & Breakfast Club**

#### **Introduction**

Hatch Ride After School Club is a friendly club where children can enjoy some social time with their friends, both before and after school, under the supervision of experienced child carers. The After School Club is open to all Hatch Ride School children who, for whatever reason, cannot be collected at 3:15pm, when the school day ends, as well as the option to start the day early in our Breakfast Club from 7:45am.

As with all childcare suppliers we are Ofsted registered, and on our latest inspection, in February 2018 we were awarded GOOD.

The club is run by a committee of volunteer parents, the current membership is displayed in the After School Club. The committee are always keen to hear feedback from parents using the club and/or those interested in supporting the work of the committee in running the club.

Our After School Club & Breakfast Club values its strong culture of respect. Abusive or aggressive behaviour to staff, parents or children will not be tolerated and may impact your inclusion to the club.

We can be contacted as follows:

<b>Name</b>	<b>Role</b>	<b>Email/Telephone</b>
Kirsty Cruxton / Ian Hayward	Co-Committee Chairs	<a href="mailto:vicechair@hatchrideasc.co.uk">vicechair@hatchrideasc.co.uk</a>
Debby Brown	Manager	07901 885130 <a href="mailto:club@hatchrideasc.co.uk">club@hatchrideasc.co.uk</a>

#### **Staffing**

Debby Brown, Club Manager, and Lotty McCreadie, Club Supervisor, are responsible for day to day running of the After School Club.

Please note that whilst the club is lucky enough to share several members of staff with the school to provide continuity of care and familiarity of adults, we are entirely separate to the school and any queries regarding the club should not be directed to the school office but to [club@hatchrideasc.co.uk](mailto:club@hatchrideasc.co.uk)

#### **Session Times**

The After School Club is open from 3:15pm – 6:00pm Monday to Friday. Infants are taken by a teacher or teaching assistant to the club. All children register in the After School Club immediately after leaving their classroom.

Breakfast Club runs from 7:45am to 8:50am Monday to Friday in the school hall (with the exception of Wednesdays where the session is held in the former Pendennis preschool area to the side of the school hall), with a cut off for serving breakfast at 8.30am.

### **Fees**

There is a one-off non-refundable registration fee of £5 per child, payable prior to first session booked.

Fees per session are currently £9.00 for After School Club and £4.00 for the Breakfast Club and payable in advance for sessions booked.

For the After School Club, there are discounts available for second and third siblings (£8.00 second sibling £6.00 third sibling).

The club reviews fees annually with potential prices rises implemented only where truly necessary. Any new prices agreed with be small increases and will be effective in the system when you make your booking with us.

We accept childcare vouchers and our voucher scheme number is P20093020.

We are also registered with the Government's Tax Free Childcare Scheme. Our account name is Hatch Ride ASC and our regulator reference number is EY260235.

### **Making your first booking with us**

To register visit <http://hatchrideasc.co.uk/howtoregister.html> to download and complete our registration form. Once completed please email [club@hatchrideasc.co.uk](mailto:club@hatchrideasc.co.uk) to request to be added to our emailing service and our booking system so you can make online bookings and be notified of when booking windows open.

Bookings for Breakfast and After School Club are now managed through an online system called Scopay. We open the system up for new bookings on a half-termly basis, normally around 2-3 weeks before the end of each half term. Notification is issued via email to all parents registered with the club on the day the system opens for advance bookings. Please complete the registration form and ensure we have your details as soon as possible so that we can add you to our mailing list.

**Please note** bookings for your **first** half term from September – October will always be via an alternative manual process as you cannot be registered into the online system until after your child has commenced in school. There are online guides on our website which explain how the booking system works – see [www.hatchrideasc.co.uk](http://www.hatchrideasc.co.uk). The manual form for your first term is also available online.

Please email completed registration forms in to [club@hatchrideasc.co.uk](mailto:club@hatchrideasc.co.uk) before **Wednesday 14<sup>th</sup> July 2021** if you wish to register with us to be able to use the club and book sessions from September 2020,.

We will add the £5 registration fee to your online account once we set you up in the system as a new user.

### **Booking your child in to the club**

Regular bookings are made prior to the start of each half-term. The booking window will open around 2-3 weeks before each half term ends and parents are notified of the ten-day window via email.

We accept the following two types of booking:

- **Advanced Bookings** – booking submitted in advance through the online system when the booking window is open at the end of each half term for the following half term. New bookings will only be accepted if all debt in the system on your account for the previous half term has been cleared. Payments can be made via Childcare Vouchers and the Tax Free Childcare Scheme.
- **Ad Hoc Bookings** – bookings made within the half term – booked via the online system but at the ad hoc price, if there is availability on the day in question. Fee to be paid immediately and before the session commences, via the online system (cannot be paid via Childcare Vouchers or Tax Free Childcare schemes). Fees for ad hoc sessions are £11 for After School Club and £5 for breakfast club.

Please note the system does not confirm bookings of club sessions via auto-email. If there is a space in the session you wish to book the system will allow you to book it. If the club is full for the given session you will not

be able to book it. You can contact Lotty on the [club@hatchrideasc.co.uk](mailto:club@hatchrideasc.co.uk) email address should you wish to be placed on a waiting list for any given session.

Regular bookings can be paid for by childcare vouchers, the tax free childcare scheme or through the online system. **All payments must be cleared before the start of the half term to guarantee places.**

If paying by Childcare Vouchers please email [payments@hatchrideasc.co.uk](mailto:payments@hatchrideasc.co.uk) to confirm the voucher provide, the payer name, the child's name, the date and amount of the payment you have made so it can be easily tracked. The club will not accept payment made in part (or excess) via monthly voucher payments or direct debits. If parents do not have the required fees available in childcare vouchers at the start of the half term, the deficit should be made up via online payment within the booking system.

If paying by the Tax Free Childcare scheme please email [payments@hatchrideasc.co.uk](mailto:payments@hatchrideasc.co.uk) to confirm the payment made, the child's reference number, the child's name, the date and the amount of the payment so your payment can be easily tracked and credited to your Scopay account. The club will not accept payment made in part (or excess) via the tax free childcare scheme or direct debits. If parents do not have the required fees available in childcare vouchers at the start of the half term, the deficit should be made up via online payment within the booking system.

Please note **your regular session could be given away if you do not pay in full for next half terms sessions by the date the booking window closes.** Your child's place is only secure once the ASC receive your full payment.

### **Cancellations**

To help manage the administration of the payments, the staffing of the club and to keep the costs fair to all users, refunds are not provided by After School Club for cancellation or non-attendance of pre-booked sessions. Our full terms and conditions of booking are available on our website.

If your child will not be attending a pre-booked session for any reason, i.e. a playdate, please notify the After School Club – school teachers do not inform the club.

### **Illness**

After School Club require notification as soon as possible if a child is not attending through illness. The fee for the session will still be payable.

**\*\*\* Please note as of September 2020 when we re-opened the club after the initial impact of the Covid-19 pandemic, some of our operating procedures and normal practices were modified to work around restrictions in place at school. The following information in 'activities', 'food' and 'drop-off/collection' may therefore differ at the current time. Parents are informed of all relevant information via email. \*\*\***

### **Activities**

On a typical evening, children meet in the After School Club room immediately after school. They choose from arts & craft, a selection of toys, Xbox, homework corner and Years 5 & 6 also have the option to use the ICT suite. Children attending "school run clubs after school" (like football or netball) or "external clubs" come to the After School Club classroom once the clubs have finished. All belongings are moved from their classroom to the corridor outside the After School Club classroom.

From 4:30pm, the children move to the hall for their snack, bringing all their belongings with them. After their snack the children might remain in the hall, a similar selection of activities continues, including more energetic games or the children go to the playing field (supervised by the club staff) behind the school if weather permits.

Periodically the After School Club offers special events, such as cinema nights, end of term parties or Christmas disco. When taking bookings for these events priority is given to regular users of the club.

### **Food**

We follow the Healthy Food Standards for Schools that were set in 2015 and a healthy is provided between 4:30pm and 5pm. All snacks include fruit and vegetables.

Sample Menus:

- Slice of Pizza
- Choice of Sandwich (Ham, Cheese, Cucumber, Jam, Marmite)
- Pasta and sauce
- Vegetable batons and dips
- Soup with rolls
- Chicken wraps

For the Breakfast Club, the children are offered:

- Choice of cereals with milk
- Toast with choice of spreads
- Water

### **Drop off**

Please ring the doorbell on arrival at the school hall and you'll be let in. On Wednesday's the drop off is at the side entrance of Pendennis Pre School not the sports hall to ensure the Judo classes are not interrupted as they take place in the hall.

Should you wish to get a message to your child's teacher at the start of the day we have a teacher communication form for you to complete and have passed on.

Please keep your speed low and park considerately when driving into school. If club parents speed or block the access of school staff then our privilege to drive in for Breakfast Club drop off will be revoked for safety reasons.

### **Collection**

Depending upon the time you arrive to pick your child up the children will either be in the After School Club room until 4:30pm, the main hall or (subject to weather) on the playing field. The rear school gate will remain open during After School Club hours.

When children are in the hall please ring the doorbell. The door is locked so that we are able to ensure that children are only collected by those authorised to do so. Parents and carers are asked to collect their children's belongings from the trolleys before signing their children out from the club to ensure we have a record of which children are still on school premises. Please note that once we have moved from the After School Club classroom we are not able to go into the school to get any left belongings, so children will need to collect them the following day.

All children should be collected before 6pm. It is policy that children who are collected late are charged a late collection fee. Continued late collections may lead to the parent not being able to book future sessions for their child/children. Please see our [Conditions of Club Use](#).

Use of the playground and outside equipment is not permitted after pick up.

### **Policies and Procedures**

A full set of policies is available in the After School Club and on our website – <http://hatchrideasc.co.uk>.