



INFORMATION BOOKLET FOR SMILERS BREAKFAST & AFTER SCHOOL CLUB

2019 - 2020

WESTONING LOWER SCHOOL SMILERS

Smilers provides before and after school activities, primarily for the children of working parents. It offers a secure and stimulating environment for play before and after school, during term time.

The club is provided by the School, who employ a Play Leader and Play Assistants to run it on a day-to-day basis. The out of hours school club is situated in the Stars classrooms, and is accessed through the Stars Class entrance next to the recreation ground. The number of children attending the club is in accordance with current Ofsted regulations. The maximum number of children is 24.

Session Times

Sessions will be as follows:

8.00 – 9.00am Monday to Friday

3.30 – 4.45pm Monday to Friday

4.45 – 6.00pm Monday to Friday

4.30 – 6.00pm Monday to Friday for children attending extra-curricular clubs

Activities

Activities during Smilers hours are arranged by the staff and generally include sports, circle games, cooking, construction kits, board games, role-play toys, and craft activities. There are also outside supervised play activities when the weather is fine. Children can relax in a quiet area, or if they wish they can do their homework.

Refreshments

Smilers breakfast club provide cereals and toast along with milk, water or fruit juice. The after school club will provide a drink and a healthy snack at approximately 4.00pm, and for those children who remain in Smilers after 4.45pm, you may wish to send your child in with a packed tea, which they will be given at 5.00pm. (Please remember that we are a nut free school, and the packed tea should not contain sweets or fizzy drinks). Please speak to staff if food requires heating, and ensure that staff have been made aware of any dietary requirements you child may have.

Arrival and Collection Arrangements

Breakfast Club

On arrival, parents must sign their children in to the care of the Supervisor in the morning session. All children will then be taken to their classrooms in time for registration.

After School Club

Early Years and KS1 children will be escorted to Smilers at the end of the day, and children in KS2 will make their own way to Smilers and be registered. Children will not be allowed to leave Smilers with any one other than the parent or carer unless staff have been informed by the parent. All children must be signed out at the end of the session

Illness & Medical Matters

Children who are ill should not attend Smilers. If a child becomes ill during Smilers, the Supervisor will endeavour to contact the parents. Parents must ensure that the school holds correct contact numbers.

Booking

Bookings must be made online via Parent Mail. Bookings for each week must be made by the Thursday of the preceding week. It is advisable to book places well in advance as due to children:staff ratio we cannot guarantee places will be available at short notice.

Booking Fees

Fees are as follows:

Breakfast Club (am)	8.00 – 9.00am	£4.75 per child
After School Club (pm)		
Session 1 (S1)	3.30 – 4.45pm (Mon – Fri)	£5.00 per child
Session 2 (S2)	3.30 – 6.00pm (Mon – Fri)	£9.50 per child
Session 3 (S3)	4.30 – 6.00pm (Mon – Fri)	£5.00 per child

An annual registration fee of £10 per child is payable – £5 for subsequent children in the family. A registration form must be completed for each child at the beginning of the academic school year, or on their first attendance at the club.

Parents who are late when collecting their children will be required to pay a late collection fee of £5 for every 10 minutes.

Cancellation

Once booked, you will not be able to change or cancel your sessions, unless agreed by the Head Teacher.

Our full policies and procedures conform to LA and Ofsted standards, and are available should you wish to read them.

Closure

In extreme weather conditions, Smilers will endeavour to remain open, but may need to close if the safety of the staff getting home is becoming a concern. Please ensure you have a bad weather plan in place for the collection of your child.

How to Book for Smilers Club

- 1) Complete the registration form on Parent Mail, this is an annual registration.
- 2) Complete the booking form on Parent Mail for the sessions you require. Please note the deadline for bookings is the Thursday of the preceding week.
- 3) You will be invoiced via Parent Mail for the sessions booked. Payment should be made via your Parent Mail account.

Voucher Payments

Smilers do accept Childcare Vouchers and Tax-free Childcare Vouchers. Please contact the school Finance Manager to check that we are registered with your employer's scheme.

Emergency Bookings

These are bookings that could be made by parent/carers who, for an unexpected or unpredicted reason, will be over 10 Minutes late to pick up their child at the end of the normal school day.

Parents should call the school to ask for an emergency club place, a booking will be made if spaces are available. Parents will be invoiced for the session via Parent Mail.