

Welcome to Our Lady Peace Out of School Club.

This leaflet is designed to provide basic information about how club operates. We hope that it will cover most of the questions you have but if not, please ask.



Our aim is to provide high quality breakfast and after school care for pupils who attend Our Lady of Peace School where families wish to collect their child later than the end of the school day. The club aims to create an informal, 'family' environment where children of different ages interact, play and relax together.

Staffing

Care Club Manager: Mrs K Brown

Care Club Deputy: Mrs S Kemp

Play Assistants at The Superstar After School Club: Mrs E Butler, Mrs S Kalia, Mrs C Fenton, Mrs A Bottessi.

Play Assistants at Tooting Toaster Breakfast Club: Mrs N Wilson, Miss S Whitehead, Mrs C Fenton.

The Superstar Club meets in the hall for registration. They use the dining room, the green rooms and the outdoor spaces for supervised activities.

Admissions

Children can attend the club on regular days each week. Should you wish to apply, please contact us via asc@olopprimary.co.uk giving us the following information:

Child's name, class, club required, days required and parent contact details.

Before attending the club for the first time, parents/carers need to complete a Contract, together with a 'child details form' which includes details of contact telephone numbers, medical conditions, allergies etc. Please be aware that having completed the contract, should you need to cancel at a later date, there will be a 28 day notice period required. Payment in full is required before the start of each half term via ParentPay or childcare vouchers, failure to do so will mean your child/children will be unable to attend.

The school reserves the right to refuse a place or cancel a child's place if their behaviour jeopardises the safety or well-being of other children attending club.

Session times

The club operates two sessions:

Session A (Monday – Friday) Tooting Toaster Breakfast Club will begin at 7.45am until school starts. Cost £4 including breakfast (menu can be found on the school website.)

Session B (Monday –Friday) The Superstar After School Club will begin at 3.15pm until 6pm.

Cost £12 including a snack, (menu can be found on the school website) additional siblings cost £10.

The club operates for the full academic year excluding any inset days, early end of term finishes and Bank Holidays.

Activities



Activities include arts and crafts, games, indoor play, movies, quiet activities such as reading, puzzles, homework and free play.

A typical timetable for a session could be as follows:

3.20pm	Registration followed by snack time.
4.00pm	Outdoor play / homework / cooking
4.30pm	Free play (outdoors weather permitting) art materials doing and making Table / computers / board games.
5.15pm	Pack up / relax / book & puzzle corner / DVD.

Child Protection and Health and Safety

1. All staff employed are appropriately qualified and are police checked and medically cleared to work with children.
2. There are qualified first aiders on site at all times.
3. Appropriate staff: child ratios are adhered to.
4. Class teachers will have a list of who is attending The Superstar After School club each day. They will ensure that children arrive safely to club. If children are attending Tooting Toaster Breakfast club they will be delivered safely to their classroom by 8.45am.
5. Children can only be collected by adults that parents / carers have added to the authorised collector list. If the person collecting your child changes at short notice please email the club to confirm your consent to this arrangement.
6. Children must be signed in to Tooting Toaster Breakfast Club and out of The Superstar After School Club.
7. All accidents are recorded on Medical tracker. If an accident has occurred the adult will receive an email and be informed on collection also.
8. Please advise the club in advance if your child will not be attending a session whatever the reason. Eg. Illness, going home with a friend for a playdate etc.

Medicines

The club follows the school's policy for the administration of medicines. Please see the school website or ask in the office.

Policies and Procedures

All activities of the club are risk assessed. The club follows the school's policies and procedures.

Complaints

If parents / carers have a cause for complaint they should initially discuss the matter with the manager of the club. If an issue is not resolved to their satisfaction, parents / carers should put their concern in writing to the Headteacher of Our Lady of Peace primary and nursery school. Procedure would then follow the school's procedure available from the school website.

Club's contact details: Email: asc@olopprimary.co.uk

Phone Number: 07932 721390