

## General Information

### Sickness, Accident and Emergency Procedure

If your child is ill or unable to attend the After School Club, we would appreciate it if you could contact school on 0191 4832274.

If your child becomes unwell during the session, the parent/carer will be contacted and asked to come and collect the child. Any minor accident your child may have while at the club will be dealt with by a member of staff who will be a trained first aider. All accidents are recorded in the accident book by the first aider. If the accident or illness is more serious, a member of staff will accompany the child to hospital. Parents/carers or emergency contacts will be informed immediately by staff.

### Policies

St Aloysius After School Club aims to provide a safe and secure environment. Various policies are in place for the After School Club. They are available to any parent/carer who wishes to look at them. They include: Health and Safety (including Risk Assessment and Fire Drills), Safeguarding and Behaviour Management.

### Tax Credits and Childcare

Parents/Carers may be able to claim tax credits and child care costs by completing the online forms. Visit [www.gov.uk](http://www.gov.uk) to find out more information. The unique reference number for claims can be obtained from the school office on request.

We accept certain Childcare Vouchers for Breakfast Club & After School Club. This is a way of paying for childcare out of your pre Tax and National Insurance income. Please contact your employer to find out if you are able to use this scheme.



*Striving for excellence, inspired by Gospel values*



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Breakfast  
and  
After School Clubs

## St Aloysius Breakfast and After School Club

Dear Parents,

We would like to take this opportunity to introduce you and your child to St Aloysius Breakfast Club and After School Club Care.

We are delighted to be able to offer wrap around care between 7.45am and 5.45pm every school day.

This booklet has been prepared to provide you and your child with useful information and answer some of the common questions parents may have concerning wrap around care.

If you have any further questions, please feel free to contact school to discuss this further.

Yours sincerely,

K Fenwick  
Executive Head Teacher



## Get In Touch

### **Contact Details:**

Address: Sharpendon Street, Hebburn,

Tyne & Wear, NE31 1RZ

Telephone: 0191 4832274

Email: [info@st-aloysius.co.uk](mailto:info@st-aloysius.co.uk)

## After School Club Procedure

### After School Club Timetable

3.15pm-4.30pm:

Activity Time

4.30-5.00pm:

Snack Time

5.00pm-6.00pm:

Activities and Free Play

Arts and  
Crafts

Board  
Games

Outdoor  
Fun

Sports

Healthy  
Snacks

IPads

### Healthy Snack

A snack will be provided consisting of items such as wraps, crackers, yoghurt and fresh fruits. Fruit juice, milk and water will also be available.

**This is not intended to replace the main evening meal.**

**Please inform us if your child has any food allergies.**

# After School Club

## After School Club

The aim of the after school club is to offer a place for children to come and have a healthy snack and socialise with their friends after school, in a safe and familiar environment.

### Booking and Cost Information

The cost of an after school place is £8.00 per day. Parents are encouraged to book their child's place each half-term and payments should be made one week in advance.

Payments should be made via ParentPay where possible, however school can accept cash or cheque. (Please contact the school office if you need any help with this)

Payments for the whole half-term can be made if parents/carers find this more convenient. **All children should be collected by 5.45pm.**

**If you know you will be late collecting your child, you must contact a member of the After School Club staff immediately.**

We reserve the right to charge the additional fees for lateness to cover After School Club costs.



## Breakfast and After School Club Hours

Our wrap around care is organised as follows:

Breakfast Club	7.45am—9.00am
School starts	9.00am
School ends	3.15pm
After School Club	3.15pm—5.45pm



## Breakfast Club

We aim to offer a place for children to come and have a healthy breakfast and socialise with their friends before school.

Breakfast club offers lots of delicious healthy breakfast foods to help fuel your child with energy for the school day.

**EAT**

After you have enjoyed a lovely breakfast, play games and join in lots of fun activities.

**PLAY**

Make new friends and talk to other children and adults, while you eat and play.

**SOCIALISE**



# BREAKFAST CLUB

## Breakfast Club Payment

### Booking and Cost Information

The cost of a Breakfast Club place is £3.50 per day. Parents are encouraged to book their child's place each half-term and payment should be made one week in advance. Payments for the whole half-term can be made if parents/carers find this more convenient.

Payment should be made via ParentPay where possible, however school can accept cash or cheque. (Please contact the school office if you need any help with this)

If we are oversubscribed we will need to apply the following admission criteria:

1. Children attending St Aloysius with a sibling link
2. Children attending St Aloysius



## Breakfast Club Procedures

### Arrival

The Breakfast Club opens at 7.45am and is held at the Junior school.

Parents/Carers **MUST** bring their children in to the dining hall via the Junior school main entrance where breakfast is served. Staff will ask the adult to sign their child/children in for safeguarding purposes.

Please do not send your child in independently.

Parents are not permitted to park in the car park. Access is via the walkway through the Junior car park.

Breakfast will mainly consist of:

- Cereal
- Toast
- Yoghurts
- Fresh Fruit
- Cold drink (Child's preference)



Please let us know if your child has any food allergies by filling in a Disclaimer Form which is required before your child can attend Breakfast club or After School Club.

### Activities

After breakfast the children will be able to access a range of activities planned to keep children active and to add to a positive start to their school day.

### Walking Bus

We operate a 'Walking Bus' from the Junior school to the Infant school.