

# Sunbeams After School Club



Information Pack  
2017

## Sunbeam's After School Club



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### **WELCOME TO SUNBEAM'S AFTER SCHOOL CLUB**

The Club provides after school care and activities in a safe and secure environment for children from the age of 4. Reception children are delivered from their classroom while the older children make their own way to the Sunbeams room at 3.15pm.

The children can take part in a variety of games and activities or they can just unwind, relax or play as they wish. A light snack of fruit, biscuits and juice is provided on arrival.

We have 24 spaces in any session. Please book as far in advance as you can and by 11am of the day you require the session – always check if you are making a short notice booking! Should our numbers increase beyond the adult to child ratio of 1:8 then a waiting list would be brought into operation. Such a waiting list will be administered on a first come first served basis.

Bookings are available in three separate sessions:

- ☀ 3:15pm – 5:45pm      £5.00 per session
- ☀ 3:15pm – 4:15pm      £3.50 per session
- ☀ 4:15pm – 5:45pm      £4.00 per session

We also run a breakfast club from 8:00am until 8:30am. We have 8 spaces in any session and children can have a drink and choice of toast, cereal or fruit. Breakfast club is £2 per session. At 8:30am the children will go into the playground.

The children are constantly supervised by experienced staff. All our staff have had appropriate DBS and reference checks carried out, and there are ongoing training courses, to enhance the experience of all staff members.

Please feel free to discuss any queries that you may have with either Chris Poskitt and Sue Knott, Sunbeams Supervisors or Aimee Ossit and Kathryn Johnson, Sunbeams Assistants on 07546 721 311 between the hours of 8.00am – 8:30am and 3:15pm and 5:45pm.

## Sunbeam's After School Club

### Quick Notes!

1. To register your child you must complete a registration form **before** your child attends.
2. Please use a booking form to book sessions and do so as far in advance as possible! Booking forms are available from the Sunbeams team, the school office and the school website.
3. If a session needs to be cancelled please do so by 11am on the day of the booking. This allows for the place to be offered to any children who may be on the waiting list.
4. Please pay for sessions via ParentPay. Please check if you are entitled to help with Childcare costs with HM Revenue and Customs as our fees can be claimed for with Tax Credits. We also accept Childcare Vouchers.
5. Children who are collected after 5:45pm will incur a £5 late collection fee.
6. Children must be collected by a named adult and any changes to their normal collection routine must be made known to the Sunbeams team. Children will not be permitted to walk home alone.

### WHAT CAN I DO AT MY AFTER SCHOOL CLUB?

Variety of indoor games  
Variety of outdoor games  
Board games  
Lego  
Arts and Crafts  
Cooking  
Role-play  
Watch DVDs  
Quiet corner to relax and read  
Computers

## **UNACCEPTABLE BEHAVIOUR**

Whilst we think it is very important to highlight the positive, we also believe we must state very clearly what is unacceptable.

To ensure the well-being and enjoyment of everyone at the Club, we have decided that the following behaviour is unacceptable.

1. Physical violence towards either children in the club or members of staff;
2. Threatening behaviour;
3. Deliberate disobedience;
4. Discrimination;
5. Deliberate destruction of property;

## **THE CLUB PROCEDURE FOR DEALING WITH UNACCEPTABLE BEHAVIOUR**

Of course, most misdemeanours will be dealt with on the spot, with a reminder of our agreed code of conduct (the school charter).

If the behaviour persists or is of a more serious nature, the club may decide that the following procedure should be adopted.

1. A calm and clear explanation will be given of why the behaviour is unacceptable;
2. Any incident considered as unacceptable will be discussed with the child's parent /carer in order to seek a way forward;
3. If no progress is made or there is a recurrence of the behaviour, other options will be considered, including exclusion from the Club.

Our aim in compiling this policy is to ensure a secure, happy environment in which your child can enjoy the range of after school activities we offer.