



RUSHDEN
PRIMARY ACADEMY

Breakfast and Afterschool Club

Rushden Primary Academy's Breakfast and Afterschool Club is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend Rushden Primary Academy.

The club is run by suitably qualified staff who are employed by the Greenwood Dale Foundation Trust. Overall management of the club is by the Principal of the Academy.

The Breakfast and Afterschool School Club follows the Academy's policies and procedures.

Location

The Club is in the library/multi-purpose room at Rushden Primary Academy. It is accessed via the main entrance from school, with its own communication channels to gain access out of school office hours. The club also has access to the Academy's facilities, such as the playground, field, trim trail and library.

Bookings

Initially an online Registration, Agreement and Payment Form must be completed indicating the required days which on completion is submitted to the school office.

Places are ordinarily allocated to start at the beginning of each half term. If a place is available, then you will be contacted in the last two weeks of a term to start after the school holidays.

Opening Times

We currently only provide term time childcare. The club will be closed on teacher training days and in the case of any emergency school closure.

Breakfast club is from 7:30am to start of school day with breakfast served until 8am. Afterschool club runs from the end of school day to 5:50pm and a snack is served to the children at the end of the school day.

By arrangement you can choose for your child to be collected earlier than 5.50pm.

Fees and Payment

Breakfast Club - £6.50 (inc breakfast)

Afterschool Club - £10.00 (inc snack)

Charges are issued monthly via ParentPay and payment must be before the first session for the month.

We are also able to accept childcare vouchers as payment, our registration number is 928/2167. Please speak with the office if you wish to use Childcare vouchers as payment.

Charges for late collection: £5 for every additional 15min after 5.50pm.

Once you have booked sessions full fees are payable even if your child is absent due to illness etc. No refunds will be given for cancellations other than in exceptional circumstances and by agreement with the Principal.

Any alterations to bookings will need to be advised in writing at least a month in advance.

Who can attend?

The club is open to all children that attend Rushden Primary Academy. It is operated on a first come first served basis. If, however, there is a greater demand for places than those available, a waiting list will be operated.

Admissions policy: Our admission policy gives priority for places in the following order:

1. Staff members' children
2. Siblings of those already attending the club wanting places
3. Current regular part-time places wanting additional sessions
4. New full time places
5. Occasional bookings

Complaints

We hope that you will be happy with the service that we provide. However, should you wish to make a complaint, a copy of our complaints policy is on the Academy website and should be addressed to the Principal.

What happens at the Club?

Structure of a typical session - approx. timings.

Breakfast (7.30am to 8am):

7.30am onwards - arrive and register, then free play activities – puzzles, games, etc

Breakfast will only be served to children arriving at 8am and before.

After School:

Children are sent to the library and registered (initially a member of staff will escort the youngest pupils to the room)

3.10pm – 3.40pm – Snack

3.40pm – Play and activities

5:50 pm - Latest collection time.

Activities

We offer a varied programme of activities including:

- Art & Craft
- Costumes and Role play
- Construction activities - Lego, etc
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc
- Building dens
- Quiet area – Book Corner
- Cooking / Gardening
- Themed activities

Organised activities will be on offer but the emphasis is on child centred and self-directed play.

Sample menus

We aim to provide a variety of healthy and nutritionally balanced food.

Breakfast

Cereals (Weetabix, cornflakes, rice krispies etc) Not chocolate or sugar coated cereals

Toast

Fruit

Yoghurt

Milk, water and juice

After school (this is designed to be a snack and not a full meal) - Toast, crumpets, sandwiches, water / squash

Contact and Medical Information

The club will use the schools records for all parental contact, collection information and your child's medical information - please ensure you keep all records up to date with the main office.

The Academy's policy on medication and illness also applies to the club.

The B&AS Club Staff hold a mobile phone for contact out of School Office hours. The number is **07710 020607**. Please can you advise staff of any absences or changes to the usual routine.