



Brunel Kids Club



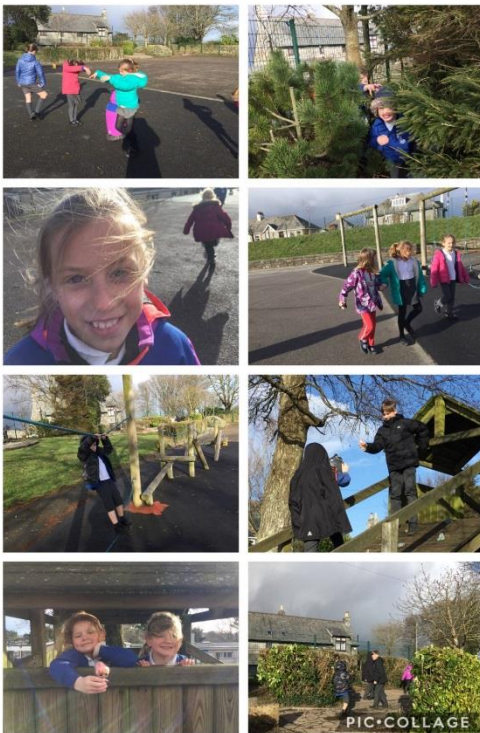
Brunel Primary and Nursery Academy

Callington Road

Saltash

Cornwall

PL13 1LB



Morning sessions start at 8.00am

Afternoon sessions start at 3.15pm and finish at 5.30pm

(an additional fee is charged for late collection)

School telephone number: 01752 848900

Kids Club mobile number: 07598 516087

Brunel Kids Club is part of Brunel Primary and Nursery Academy. The club provides both indoor and outdoor activities ranging from art and craftwork to board games, construction, sand and water play. There is also a quiet area in which children can relax, read or complete homework with the help of an adult. Children are given the choice of what they would like to do with both structured and unstructured opportunities available.

Registering with Kids Club

A registration form **MUST** be completed before any child attends Kids Club. Registration forms are available from the school reception area, or can be downloaded from the school website, www.brunelprimary.co.uk

Bookings and Payments

Regular sessions can be booked in advance. We require 24 hours' notice on all bookings to ensure that we have the right supervision levels in place.

No refunds can be made for missed sessions. **We reserve the right to refuse further bookings if your fees are not paid.**

Charges

Morning Session	8.00am – 9.00am	£4.50 per session
Morning Session	8.30am – 9.00am	£2.50 per session
Afternoon Session	3.15pm – 4.30pm	£4.50 per session
Afternoon Session	3.15pm-5.30pm	£8.50 per session
Late collection fee		£10.00

The price includes a choice of snacks and drinks, as well as fun activities. The costs does not change depending on the time you arrive or if you choose not to have food with us.

Signing in arrangements

At 8.00am please report to school reception. If you arrive after 8.00am please sign your child in at Kids Club.

In the afternoons, pupils in years 3,4,5 and 6 will be directed straight from their classes at the end of the day, and will be registered by the club leader. Pupils in Years R, 1 and 2 will be collected from their classrooms by a club leader.

Signing out arrangements

After school club finishes promptly at 5.30pm. An additional charge of **£10** is payable if you do not collect your child by this time. No further bookings will be accepted until this charge has been paid.

Miss Glass will have the Kids Club mobile with her during all sessions – the number is 07598 516087.

If you are unable to collect your child please inform the staff who will be collecting your child. For additional security and in the absence of photographs, please provide a password that your chosen contact will use when collecting your child.

Cancellations

If you want to cancel a booking, please let us know as soon as you can, so that the places can be offered to other children. Please note that refunds are only available if 24 hours' notice has been given.

Food

Parents must list any food intolerances and allergies on the registration form. We will cater for any special diets where possible. Children will be encouraged to actively participate in food preparation and tasting during the Kids Club session.

Every morning the children are encouraged to help themselves, sit down and talk together, and help to clear up: the idea is that our breakfast club replicates as far as possible, the atmosphere of a family meal. At the end of the session, the children are well fed, happy and ready to learn.

Please note that breakfast is served until 8.30am, so please make sure your child arrives in plenty of time if you want them to eat with us. At 8.45am, children attending breakfast club will join the rest of the children entering their classrooms.

During the afternoon sessions, food and drinks are prepared by the club leaders or the children themselves.

Staff

All sessions are led by our Kids Club leader, Miss Glass, and assisted by a team of assistants. All leaders are employed by Brunel Primary and Nursery Academy. They are DBS checked and hold appropriate training in child protection, first aid and food hygiene.



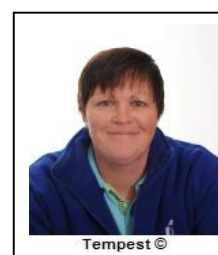
Miss Glass



Mrs Newman



Miss C Murton



Mrs H Nancarrow

Communication

We aim for every child to be happy and comfortable at Kids Club. You can help us by providing as much information as possible about their likes and dislikes on the registration form. Any information relevant to a particular day can be discussed briefly at drop off.

Sickness

If your child becomes ill or has an accident during a session, every attempt will be made to contact the emergency contacts listed on your initial registration form to arrange collection. If you change any

contact details please ensure that you let Breakfast and After School Club know by sending in another registration form. Clubs operate under Brunel's standards and procedures.

Behaviour

We expect the same high standards of good behaviour as during the school day, in line with the school's Behaviour Policy. Any issues will be brought to the parents' attention by the club leader. In the unlikely event that issues cannot be resolved the child may, at the discretion of the governing body, be asked to leave the club.

If you have any concerns about the way the club is being operated, please raise them in the first instance, with the Kids Club staff.

Brunel Kids Club Booking Form

Child's Name

Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8.00 – 9.00 £4.50					
Morning Session 8.30 – 9.00 £2.50					
Afternoon Session 3.15 – 4.30 £4.50					
Afternoon Session 3.15 – 5.30 £8.50					
Total Amount of Booking			Date Paid		