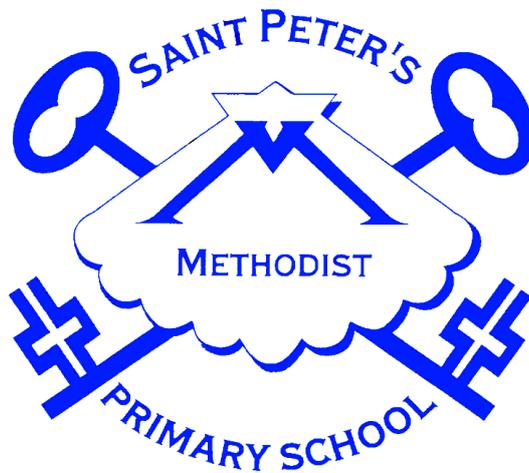




SAINT PETER'S METHODIST PRIMARY SCHOOL
Headteacher Rob Garratt

Breakfast Club



Welcome Pack



Telephone: 07842178266

Email: asc@st-peters-canterbury.kent.sch.uk

Saint Peter's Grove Canterbury Kent CT1 2DH
Tel: 01227 464392 Fax: 01227 464474
e-mail: office@st-peters-canterbury.kent.sch.uk / headteacher@st-peters-canterbury.kent.sch.uk
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Introduction

Welcome to St Peter's Breakfast Club. The Club provides safe, warm and friendly before school care for children attending St Peter's Methodist Primary School. It is hoped that this information pack will answer most of your questions in relation to the club, however if you have any further queries, please do not hesitate to contact the Club Supervisor, Laura Ryan.

Club Opening Hours

The Club runs every day that the school is open and begins at 07:30. The children come to the Breakfast Club before their school day begins. The Club will run until the beginning of the school day at 8:45. The children will be taken out on to the school playground at 08:40 to allow them to line up in their class lines and be greeted by the Class Teacher. If your child will be having breakfast with us please can you ensure that they arrive before 8:10, as this will allow adequate time for them to eat breakfast and brush their teeth. The children will need to bring toothbrushes and toothpaste with them in the mornings if they will be eating breakfast at the Club.

Staff

All staff members employed within the Club have experience in childcare. There are usually two members of staff working within the Club daily. On occasions, if the number of children is high, the number of staff members required will be higher. The staff to child ratio is always at least 1:8 (staff: children) as this ensures that the children are supervised safely and adequately. All potential staff members are required to complete a Disclosure and Barring Service check before being employed.

Miss Laura Ryan – Laura is the Out of School Club Supervisor and works five mornings a week and is responsible for the setting up of the Club and activities as well as the daily running and supervising of the provision.

Mrs Julie Meadows – Julie is the Out of School Club Deputy Supervisor and works Monday, Tuesday and Wednesday mornings and is responsible for the day to day running of the Club in the Supervisor's absence.

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Mrs Sue-Mae Tooth – Sue-Mae Tooth works with the Breakfast Club on Thursday and Friday mornings.

Activities

The Club provides a calm and quiet environment in which the children will help prepare and eat the breakfast of their choosing. There will be a range of activities, such as colouring, board games, reading corner, ICT suite and use of the playground. There is a quiet area where children can relax, read and chat. The children are free to choose their activities, with encouragement and support given as required. The Club is primarily based in the hall however we do have use of other school areas such as the playgrounds and ICT suite.

Breakfast

Breakfast and refreshments will be served every day. A varied, healthy menu is provided, please see club notice board for details. If your child has any special dietary requirements, please let us know, as this will allow us to provide an alternative for them. Please ensure you state these on the administration form.

Informal Visits

Any parents or carers interested in using the Club are welcome to have an informal visit to look around the Club and meet the staff members.

Registration

Before starting the Club, it is essential to complete an admission form and return this to the Club staff members or school office staff.

Bookings

Booking a place at the Club may be done in one of two ways:

Complete an admission form and return it to the Club or school office staff. This must be done at least one week in advance, but it is preferable to give as much notice as possible in order to guarantee a place. There is an admission form at the back of this pack and additional forms are available either from the School Office or from the Club.

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Alternately bookings can be made directly with the Club Supervisor by telephone, email or in person. If requesting a place at short notice, please contact the Supervisor, School Office staff in person or by telephone. Arrangements for regular bookings can be made, e.g. every Monday and Wednesday. The Club will meet your needs as best as it can, providing there are spaces available. Spaces at the Club are allocated on a first come- first serve basis. If the Club is fully booked on any given day, it will not be possible for your child to be allocated a space. However in such instances, it is possible for your child's name to be placed on a waiting list in case of any cancellations.

Bookings made by telephone will be confirmed by the Club Supervisor as soon as possible.

Fees

The fee is currently £4.00 per session, payable at least one week in advance. If a booking has been made and the child does not attend, the session may still be charged. To learn more about cancellations, please see the 'cancellation' section below.

Payment

All fees are payable a minimum of a week in advance. Monthly or term payments in advance are also welcome if preferred. Payments can be made by cash, cheque or directly into the bank account. All payments made must be in a clearly marked envelope with the child/children's name(s) and the total payment amount. Payments can be given directly to the Club Supervisor or to the office staff at the School's main reception.

Childcare vouchers e.g. Busy Bees, Computer share, etc. are accepted. Please ask your employer for further information.

Cancellations

If you wish to cancel your child's place at the Club, please inform the Club Supervisor as soon as possible.

Cancellation notice period given:

- Over ten working days- no charge.

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- Between 5-9 working days - half the fee will be charged (£2.00).
- Less than 5 working days- Full fee will be charged (£4.00).

This applies to all reasons for cancellation, including sickness absence.

If you wish to permanently withdraw your child from the Club, this must be confirmed in writing to the Club Supervisor and the usual cancellation policy applies.

Changes to booking arrangements

If the number of children attending allow, booked sessions may be swapped for alternative days. For this you will be required to give a minimum of ten working days notice.

Emergency Collections

In emergency situations, only individuals named on the admission forms are able to collect the children from the Club unless another arrangement has been discussed with the Supervisor. It is possible for others, not named on the admission form, to collect your child from the Club. In order for them to take your child, they will be required to tell Club staff members your pre-agreed password. It is always helpful for you to telephone the Club in advance to explain such a situation. If you have forgotten your agreed password please contact the Club Supervisor and they will confirm it for you.

Contacting the Club

The Club telephone number is 07842178266. This phone is always switched on during Club opening hours for your calls to be taken. Outside these hours, the Club Supervisor will answer any calls and reply to any messages as soon as they are available to do so. The Club email address is asc@st-peters-canterbury.kent.sch.uk, emails are checked as frequently as possible.

Further information

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If you require any further information, please do not hesitate to speak to a member of Club staff. Club policies and procedures are available for you to view on request.

Suggestions, comments, queries and complaints

In the first instance, please discuss any of the above with a member of Club staff.

Alternatively please contact the school Head Teacher, Mr Garratt.

Kindest Regards,

Breakfast Club Team

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