

HENLEY IN ARDEN
CHURCH OF
ENGLAND
PRIMARY SCHOOL



BREAKFAST CLUB AND DISCOVERY DEN

WRAPAROUND
CARE

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B R E A K F A S T C L U B

AGE RANGE 3 - 11 YEARS

OPENING HOURS 7.30AM - 8.40 AM

STAFFING RATIO 1:8 (AGED 8 YEARS AND UNDER)

1:10 (OVER 8 YEARS)

A MINIMUM OF TWO STAFF MEMBERS WILL BE PRESENT

**SHOULD THE TOTAL NUMBER OF PUPILS IN A SESSION FALL
BELOW THE SPECIFIED RATIO.**

ALL STAFF ARE SUITABLY QUALIFIED AND EXPERIENCED

COST: £6.30 PER SESSION

**DISCOVERY DEN BREAKFAST CLUB OPENS AT 7.30AM IN THE
SCHOOL HALL EACH MORNING AND RUNS UNTIL THE START OF
THE SCHOOL DAY. CHILDREN CAN ARRIVE AT ANY TIME FROM
7.30AM ONWARDS. OUR BREAKFAST CLUB LEADER ENSURES
THAT THE CHILDREN ARE PROVIDED WITH A HEALTHY
BREAKFAST AND ENGAGES THEM IN A VARIETY OF FUN
ACTIVITIES UNTIL IT IS TIME FOR SCHOOL.**

**CHILDREN ARE OFFERED A SELECTION OF TOAST, PRESERVES,
CEREAL, FRUIT AND JUICE. OUR YOUNGEST CHILDREN WILL
RECEIVE ALL THE SUPPORT THEY NEED TO ENSURE THAT THEY
EAT A HEALTHY, NUTRITIOUS BREAKFAST**

AFTERSCHOOL CLUB

AGE RANGE 3 - 11 YEARS

**OPENING HOURS 3.15PM - 6.00PM (MON-THUR) AND
3.15 PM - 5.00 PM (FRIDAYS)**

STAFFING RATIO 1:8 (AGED 8 YEARS AND UNDER)

1:10 (OVER 8 YEARS)

A MINIMUM OF TWO STAFF MEMBERS WILL BE PRESENT

SHOULD THE TOTAL NUMBER OF PUPILS IN A SESSION FALL

BELOW THE SPECIFIED RATIO.

ALL STAFF ARE SUITABLY QUALIFIED AND EXPERIENCED

COST: £10.00 - UNTIL 5PM, £14.10 - UNTIL 6PM (INCLUDING LIGHT SNACK)

OUR TEAM OF STAFF WILL PROVIDE ALL CHILDREN WITH THE OPPORTUNITY TO PLAY AND SOCIALISE WITH FRIENDS IN A COMFORTABLE, HAPPY AND SECURE ENVIRONMENT. THERE WILL BE A RANGE OF ACTIVITIES ON OFFER APPROPRIATE TO THE AGE OF THE CHILDREN, SUCH AS ARTS AND CRAFTS, SPORTS, COOKING, BOARD GAMES AND ORGANISED OUTDOOR ACTIVITIES PLUS THE OPPORTUNITY TO DO HOME LEARNING.

OUR AIM IS TO MAKE AFTER SCHOOL AN EXCITING TIME WHICH PROVIDES ENRICHING OPPORTUNITIES WHILST FURTHER DEVELOPING AND SUPPORTING THE ACQUISITION OF KEY SKILLS.

THEY WILL BE PROVIDED WITH A BISCUIT/FRUIT AND A DRINK WHEN THEY ARRIVE. AT 5PM ALL THE CHILDREN WHO ARE BOOKED IN UNTIL 6PM WILL ENJOY A LIGHT SNACK TO SEE THEM THROUGH UNTIL HOME TIME.

FEES FOR THE ACADEMIC YEAR

FEES WILL BE REVIEWED FOR THE BEGINNING OF EACH ACADEMIC YEAR. PARENTS WILL BE INFORMED OF ANY CHANGES IN WRITING.

PAYMENT CONDITIONS

PAYMENT IS NON-REFUNDABLE. PAYMENT MUST BE MADE AT THE POINT OF BOOKING. SICKNESS AND OCCASIONAL DAYS OFF WILL INCUR FULL FEES. SESSIONS ARE NOT TRANSFERABLE..

FEES WILL BE PAYABLE THROUGH STRIPE ON THE ONLINE BOOKING PORTAL OR BY USING CHILDCARE VOUCHERS. PLEASE OBTAIN A LIST OF CHILDCARE VOUCHER COMPANIES WE ARE CURRENTLY REGISTERED WITH. IF YOU WISH TO USE AN ALTERNATIVE COMPANY PLEASE DISCUSS THIS WITH THE SCHOOL OFFICE AND WE WILL TRY AND ACCOMMODATE THIS FOR YOU.

NON-ATTENDANCE

CHILDREN WHO ARE BOOKED IN ARE EXPECTED TO ATTEND UNLESS THE PARENT/CARER HAS NOTIFIED THE SCHOOL OFFICE OF A CHANGE IN ARRANGEMENTS. STAFF WILL NOT ALLOW CHILDREN TO LEAVE UNLESS THEY HAVE PERMISSION FROM A PARENT/CARER TO DO SO. IF A CHILD IS BOOKED IN AT DISCOVERY DEN AND FAILS TO ARRIVE, THE SCHOOL WILL ENDEAVOUR TO CONTACT PARENTS/CARERS TO ASCERTAIN THE WHEREABOUTS OF THE CHILD. IF THE SCHOOL ARE UNABLE TO CONTACT PARENTS/CARERS, THE CHILD WILL BE DEEMED 'MISSING' AND THE SCHOOL PROCEDURE FOR DEALING WITH THIS WILL BE IMPLEMENTED. IT IS THEREFORE EXTREMELY IMPORTANT THAT YOU CONTACT US TO TELL US IF YOUR CHILD WILL NOT BE ATTENDING A SESSION FOR ANY REASON.

LATE COLLECTION FEES

DISCOVERY DEN UNTIL 5PM: CHILDREN SHOULD BE COLLECTED NO LATER THAN 5PM. IF YOU COLLECT LATER THAN 5PM YOU WILL BE INVOICED THE FULL AMOUNT PAYABLE UNTIL 6PM.

DISCOVERY DEN UNTIL 6PM: COLLECTION AFTER 6PM INCURS A CHARGE OF £5 PER QUARTER HOUR.