

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL WRIGHTINGTON



CLUB JOEY'S

CLUB JOEY'S SETTING INFORMATION

Club Joey's is a service offered to parents of children attending St Joseph's Catholic Primary School during term time only. We are a before and after school club offering a high standard of care with qualified staff. We offer a wide range of activities and resources set out in the main hall of the school or Classroom and weather permitting we use the field and playground within the secure gated school. The running of the club is the responsibility of the Head teacher and the Governors.

MORNING CLUB: 7.45AM – 8.45AM

Children are welcomed from 7.45am with a range of activities and resources on offer before joining the rest of their class at 8.45am. We provide breakfast for our children: toast and juice. This is included in the fee for the morning session.

CHILL OUT CLUB: 3.30PM-4.30PM

Children are collected from their classrooms at the end of the school day and brought down to Club Joey's for the register and snack time. Once snacks are finished the children are free to play. We provide a wide variety of activities for the children to make use of:

- Dolls; prams; toy shops - café, vets
- Quiet area: beanbags, books and library.
- Floor toys: lego, construction, duplo, mobilo, castle and figures, train set, dinosaurs, cars, puppets, floor jigsaws
- Craft activities
- Table activities: a range of board games, strategy games, word games and jigsaws all available for mixed ages.

Club Joey's works in line with all school policies – which are available on the website.

Details of the child's information including contact telephone numbers must be updated annually or as and when needed - ***using the schools data collection form.***

Club Joey's is ran by school staff who are qualified in First Aid and Child Protection. Club Joey's meets the needs of children with special needs and disabilities and adapts the setting to meet each individual needs accordingly.

COMMUNICATION:

- If an unexpected circumstance arises and you need to book your child into Club Joey's, please contact the School Office on **01257 423092**.
- **IT IS IMPERATIVE THAT YOU SPEAK TO SOMEONE IN THE OFFICE ON THESE OCCASIONS – not just a message on the answerphone.**

FEES

BREAKFAST CLUB: 7.45AM – 8.45AM

£5 per child

CHILL OUT CLUB: 3.30PM-4.30PM

£5 per child

All payments are made via ParentPay.



Payments can also be made using Childcare vouchers or Tax Free Childcare. Please inform Mrs Massam in the School Office of the company that you are using, to ensure that the voucher company are registered with school. If using Tax Free Childcare please send your child's code so that payment can be correctly allocated to St Joseph's by Lancashire County Council.

LATE COLLECTION FEE

If your child is collected later than 4.30pm **a late collection fee of £10.00 will be applied.**

CANCELLATION & SESSION CHANGES POLICY:

Cancellation/Changes to Places for Breakfast & Chill Out Club Sessions:

We require ***THREE WEEKS' WRITTEN PAYABLE NOTICE IF YOU WISH TO DECREASE OR TERMINATE REGULAR SESSIONS BOOKED FOR BREAKFAST/CHILL OUT CLUB.*** Any permanent changes to requirements for places must be put in writing to the office (via email to: school.info@st-josephs-wrightington.lancs.sch.uk). If your child is booked in for sessions at Club Joey's Breakfast or Chill Out Club and will not be attending for whatever reason, including illness or holidays taken in term time, full fees are still payable.

Should you require additional sessions then please call into the office to enquire about availability. If additional sessions are booked and then no longer needed please notify us in advance. If advance notice is not given then full fees will still be payable.

Should you wish to apply for a place at Club Joey's morning or afternoon sessions please complete the **application form** below and return to the School Office.

In the case of needing an emergency session due to an activity being cancelled by school, transport issues or collection delays please contact us at the earliest opportunity and we will endeavour to accommodate your child/children depending on child/staff ratio on that day.

CLUB JOEY'S CHARGES WILL BE ADDED TO PARENTPAY WEEKLY FOR SESSIONS ATTENDED.

Payments made by Childcare Vouchers or Tax Free Childcare will be credited to ParentPay once a remittance has been received.

**PARENTAL AGREEMENT FOR THE PROVISION OF
BREAKFAST & CHILL OUT CLUB**

Parent/Carer Name: _____

Child/children's name/s: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Club Joey's Breakfast 7.45-8.45am				
Club Joey's Chill Out 3.30-4.30pm				

If you use a childcare voucher payment scheme to pay for childcare, please indicate below the name of your provider, so that we can ensure school is registered with them. Parents/carers must be aware that failure to inform school of childcare provider's details will result in the vouchers being unable to be used.

Name of Childcare Voucher Scheme: _____

I confirm that the information I have provided is accurate and I understand and agree to the conditions set out in this document and I authorise St Joseph's Catholic Primary School to contact my childcare voucher provider in order to set up the scheme.

In addition I understand and agree that:

All regular booked sessions for Breakfast and Chill Out Clubs must be paid for. Any additional sessions booked must be paid for, unless cancelled prior to the date they were due to attend when you will not be charged

Should I wish to cancel my allocated places at Breakfast and/or Chill Out Club, I will provide 3 weeks' notice.

Should childcare vouchers not cover the cost of the sessions; payments from myself will be made.

Signature of parent/carers: _____ Date: _____

CLUB JOEY'S COLLECTION PASSWORDS

Welcome to Club Joey's at St. Joseph's School. The safety and well-being of your child is of the upmost importance to us; therefore, we have in place a password system when your child is being collected from Club Joey's. If parents / carers are not the people collecting the children, we would like you to inform school/ Club Joey's as soon as possible and the person collecting the child must present a chosen password to the member of staff. You can choose your own password that is personal and memorable to you.

Please complete and return the slip below, in a sealed envelope to the School Office as soon as possible with your selected password.

If there are any questions or queries, please do not hesitate to come in and speak to us.

Thank you,

Miss Gleeson

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Club Joey's Password Reply Slip

Child's Name.....

Your name.....

Signed

Secure Password: