

Eaton Primary School Out of School Clubs



'CRAFTICUBS'

They will have fun and relax in safety and security while you go to work, go to college, or do whatever it is you need time to do.

OPENING HOURS

Term Time

Monday - Friday

Breakfast Club

7.30am – 8.50am

After School Club

3.15pm – 5.45pm

Children must be collected by 5.45pm at the latest

Who to Contact

Mobile : 07517 941139 or email : Crafticubs@eaton.norfolk.sch.uk

About 'Crafticubs' Breakfast and After School Clubs

The aim of the Club is to provide the necessary facilities for the daily care, recreation and education of children before and after school in a safe and friendly environment. We provide free play and activity based services and facilities within a caring and happy environment, enabling children to have opportunities for both relaxation and play, whilst meeting the needs of parents.

- The club is insured for Employer and Public Liability.
- All staff have undergone a Criminal Record Bureau or Disclosure and Barring Service check

Booking a Place

Parents must first read these Terms of Membership before filling out an application form. Places cannot be automatically guaranteed, however we will make every effort to fulfill your childcare needs.

The Club offers a variety of indoor and outdoor activities, games, competitions, arts and crafts sessions, and sports. The emphasis is on children having fun and their own ideas are always taken into consideration.

The program of activities will not include those, which in the opinion of the Governors are dangerous, encourage or condone racism or sexism, or are in any way offensive, either to the children or parents.

Charges

Breakfast Club

Term Time 7.30am - 8.50am

£4.20 per session

After School Club

Term Time 3.15pm – 5.45pm

£10 per session

Please note, that other than in the case of exceptional circumstances, bookings are non-refundable as plan our staff cover based on the number of pupils expected to attend.

Administration of Medication

If your child requires prescribed medication, please complete an administration of medicine form which is available from the school office. It is your responsibility to hand the medication directly to Crafticubs staff and to collect it at the end of day.

Urgent Medical Treatment

In such instances the Playleader would try to contact the parent. If this is not possible the Playleader will telephone the emergency services. Parents must give their consent to this procedure on the Application for Membership form.

Cancellation of Bookings

There will be no refund in respect of places booked and not taken up. However, as a safeguarding requirement you must let us know if your child/children are not going to attend.

**TERMS OF MEMBERSHIP AND APPLICATION FOR MEMBERSHIP
EATON PRIMARY SCHOOL**

'Crafticubs' Breakfast and After School Clubs

Please read this important information first and keep this sheet for your reference.

1. There is no automatic guarantee of a childcare place at the Club. Places are allocated according to the number of staff employed and the maximum number of children allowed in the designated area.
2. The allocation of places is determined by:-
 - Consultation with Headteacher
 - Your child is already a regular member of the club
 - Siblings of regular members of the club
 - Submitting booking form and payment
 - Number of sessions required
 - Session availability
3. Payment of fees will be paid in advance on a termly/half termly basis. **There will be no refund in respect of places booked and not taken up.** As a safeguarding requirement you must let us know if your child/children will not be attending for any reason.
4. Although we do not encourage ad-hoc bookings, there may be occasions, if places are available, that this will be possible. Payment must be made at the time of booking.
5. Children must be collected by 5.45pm at the latest. The Club closes at 5.45pm and parents who are unavoidably late should contact the Playleader. If by 5.45pm a child is still waiting for a parent who has not telephoned, we will make every attempt to contact the parent or your emergency contact person. Thereafter, we will contact Children's Services or the Police, who will arrange for emergency care. **To cover staff salary costs parents/carers will be charged £10.00 for each 15 minute period beyond 5.45pm while their child remains in the care of the club.**
6. Children must be collected by a parent or other responsible adult (16yrs+) and you must tell the Playleader who will be picking a child up on any given day.
7. As soon as a child has been signed out, the Club has no further responsibility for that child and we would ask you to leave the site immediately.
8. Parents will be informed if a child's behaviour falls below the expected standard. Please tell the Playleader if there is any reason (e.g. family circumstances) which you feel may contribute to any change in behaviour or mood.
9. Parents must ensure that registration/membership details are kept up to date. The Playleader must always be informed in advance of any changes to the named adults/emergency contacts/change of address/telephone numbers.
10. Parents are required to provide one month's notice of their intention to terminate their child's placement.
11. Booking forms should be made via the School Money payment portal. If you wish to pay by childcare vouchers or a government tax free childcare account, please email Crafticubs@eaton.norfolk.sch.uk to request an electronic booking form.

**EATON PRIMARY SCHOOL
'Crafticubs' Breakfast and After School Clubs**

APPLICATION FOR MEMBERSHIP

I declare that I, the undersigned:

- a) Have read and understood the Terms of Membership;
- b) Have completed fully the Personal and Medical Details form attached;
- c) Consent to my child receiving medical treatment in an emergency;
- d) Understand that 'Crafticubs' Breakfast and After School Clubs cannot accept responsibility for my child's/children's possessions or valuables whilst attending the Club.

Name of Child(ren)

Full Name of Parent

Signature Date

Please complete and return to the Play Leader, 'Crafticubs' Breakfast and After School Clubs, c/o Eaton Primary School, Duverlin Close, Eaton, Norwich NR4 6HS.

Forms, once signed, can be scanned and emailed to Crafticubs@eaton.norfolk.sch.uk