



# Welcome Pack

## Astbury Merecats Out of School Club

### OUR AIM

'Astbury Merecats Out of School Club aim to provide a safe, fun, friendly play centred environment, where every child feels valued'

### About the club

Astbury Merecats out of School Club opened in May 2011 providing a Breakfast Club to the children of Astbury St Mary's Primary School. Breakfast Club is open for children aged 3-11yrs from 7.30am until 8.55am, breakfast is served and children are given the opportunity to access a range of free play and organised games and activities. Children are offered a variety of breakfasts to choose from, e.g. cereal, toast, crumpets, muffins, bagels and a choice of milk or water. Breakfast Club is a time where children can socialise with friends and staff and enjoy a relaxed atmosphere before their busy day ahead at school.

After School Club runs from 3.20pm until 6.00pm weekdays and 7.30am-6.00pm during the school holidays, (except Bank Holidays and Christmas week).

Astbury Merecats After School Club is ran from the school hall and an adjoining classroom. Children are given the opportunity to take part in a variety of activities and have **daily** access to the outdoor area. We have access to the large playground, trim trail, playing field and all weather running track.

### What we offer

We offer a wide range of activities, incorporating craft, cookery, board games, den making, bikes and scooters, reading, imaginary play, construction, sport and much more. During their time at the club children are encouraged to access activities that suit their individual interests.

A snack and drink are provided each day; however this is not intended to be a substitute for a main evening meal that the child may receive at home. We promote independence, by encouraging the children to help serve snacks, and to clear away afterwards. Fresh drinking water is available at all times. Individual dietary requirements are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

## Staffing

Astbury Merecats is staffed by a Manager, Deputy Manager, and Play workers. The aim is to provide a smooth transition between school and club. We also have supply staff available to cover absences, when regular staff are ill or attending courses. All of our staff have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Disclosure and Barring Service and we maintain staff/child ratio's in line with statutory requirements.

## Organisation

Astbury Merecats Out of School Club is run as a private business, within Astbury St Mary's Primary School, whom we maintain a close working relationship with in order to ensure continuity of care.

## Policies and procedures

The club operates under a number of policies and procedures, copies of which are held at the club, and are available at your request.

## TERMS AND CONDITIONS

### Admissions

It is our intention to make Astbury Merecats Out of School Club accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and a waiting list system may be implemented when the need arises.

An online registration form is required for each child attending and parents are given access to their own secure online account, so they can edit and up date childrens details as and when required. This form contains information concerning your child and is confidential.

## FEE STRUCTURE

The current fee for children attending Astbury School is:

Breakfast Club (7.30am -8.55am) @ £6.00 per child for a contract booking or £6.50 for adhoc bookings (Breakfast Included)

After School Club (3.20pm - 6.00pm) @ £10.00 per child for a contract booking or £10.50 for adhoc bookings (Snack included)

After School Club until (3.20pm-4.30pm) @ £6.00 per child for a contract booking or £6.50 for adhoc bookings (Not including snack)

Full Day Holiday Club (8.00am - 6.00pm) @ £32.00 per child

-Please bring a packed lunch

-Morning / Afternoon Snack Included

Half Day Holiday Club (8.00am - 1.00pm) or (1.00pm - 6.00pm) @ £22.00

-Please bring a packed lunch

-Morning / Afternoon snack Included

Additional Care from 7.30am -8.00am during school holidays @ £2.00 (Breakfast Included)

### Additional Information

We offer a 10% second child discount. Fees for adhoc bookings are payable at the time of booking by BACS, Childcare vouchers, Tax Free Childcare or credit card.

### Changes to days and cancelling your place

One month's written notice is required to cancel contract bookings. Once adhoc sessions have been booked, these cannot be cancelled or exchanged for other days.

Please remember that we need to know if your child (or children) will not be attending Astbury MereKats for any reason. Even if you have informed your child's school, we still need to know.

If you know in advance of any days when your child/children will not be attending, please let a member of staff know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this pack.

### Induction

The child and parents/carers will be invited to come and visit the club before the child's first day and given the opportunity to discuss their child's needs with a member of staff.

### Arrival and departure

A list of children attending after school club is given to each class teacher daily and children are met in the school hall by a member of Astbury Merekat's staff. A register is kept to sign children in and out, so an accurate record of children present, is kept at all times.

Children should always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named person, a password system will be adopted.

The club finishes at 6.00pm, if you are delayed for whatever reason please telephone the club to let us know. A late payment fee of £5.00 per 15 minutes will be charged if children are collected after 6.00pm.

### Safeguarding

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection and safeguarding procedures and ensure that all staff are appropriately trained.

### Equal Opportunities

Astbury Merekat's is committed to equal opportunities as stated in its equal opportunities policy. Strategies used to realise this goal include:

- Premises used by the club provide a high level of accessibility to the community at large.
- Menus include sufficient variability to provide for the cultural mix of the club's children.

## Special Educational Needs and Disability

Astbury Merecats will make every effort to accommodate each child's additional needs where possible. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with additional needs. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each child's individual needs will be assessed and a risk assessment carried out to ensure everyone's safety can be maintained.

## GENERAL INFORMATION

### Behaviour

Children are involved in creating rules for behaviour whilst at the club. These are displayed for children to see.

The club also operates a behaviour policy, summarised here.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club, both staff and children.

Astbury Merecats aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Astbury Merecats will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. Astbury Merecats recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. It will strive to be flexible in order to accommodate such cases.

## Illness

We are unable to care for children who are unwell. Please inform the Manager/Deputy of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased.

## Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. A fully qualified paediatric first aider will be present at every session and a first aid kit is kept on the premises.

## Medication

Please let the manager/deputy know if your child is taking prescribed medicine, we cannot administer unprescribed medicine. Please speak to the manager/deputy if medication needs to be administered during club time, so the appropriate forms can be completed.

## Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff. Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.

A full copy of our complaints procedure and policy is available on request.

## PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.
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### **Contact Information**

Astbury MereKats Out of School Club  
Astbury St Mary's C of E Primary School.  
School Lane,  
Congleton,  
Cheshire,  
CW12 4RG

Email:- [enquiries@astburymerekats.co.uk](mailto:enquiries@astburymerekats.co.uk)

[Website: www.astburymerekats.co.uk](http://www.astburymerekats.co.uk)

**Club mobile number: 07748 699352**