



# St Peter's Pandas

St Peter's Panda's operates for the sole use of St Peter's Primary School pupils, on a first come, first served basis.

Bookings can be made using the school's Arbor system via the parent portal or App along with payment. Bookings for the whole term are preferable where possible.

Emergency bookings may be made by email or telephone to the office. Any such bookings must be followed by prompt payment. If payment is not made St Peter's Pandas have the right to cancel these bookings.

Entry cannot be guaranteed if no booking has been made.

The expectation of the club is that all fees must be paid in advance of attendance at the club (on a termly basis if possible). Only in exceptional circumstances, and by request to the school office, are we able to book places without a payment being made.

## Opening Hours

Breakfast Club Monday to Friday 7.30am to 8.45am

After School Club Monday to Thursday 3.20pm to 5.45pm

Please adhere to these times to assist staff with setting-up and closing procedures and to ensure the safe and effective care of your child(ren).

## Fees

**Breakfast Club:** Full session £5.50 per child. Short session (arrival from 8.15am) £4.00 per child

### **After School Club:**

Full session First child: £11.00 each. Sibling(s): £8.50 each.

Short session (until 4.30pm or after club-5.45pm) First child £8.50 each, Sibling(s): £6.50 each. Please note: Should a short session be booked however a child is not collected by 4.30pm, the charge for a full session will apply

Penalty Fees: A penalty fee of £5.00 per 15 minutes may be applied for persistent (more than twice per term) late collection at the end of the day (5.45PM)

Whilst we anticipate that charges will remain fixed for the academic year, St Peter's Pandas reserves the right to review these on a termly basis and may be required to adjust charges in the event that any unforeseen costs arise.





## PARENT AND CARERS RESPONSIBILITIES

**Absences** If a child is going to be absent from a session, parents must notify the office in advance. This includes informing the school if your child will be attending another school activity/club before going to St Peter's Pandas. If a child is absent without explanation from an after-school session, staff will contact the parents or carers to check where the child should be. If there is no explanation for the absence the club will ring the parent to check the reason for the absence if there is still no explanation the Missing Child Procedure will be activated. The club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

**Children's Safety** Parents/carers are to ensure that children are accompanied to breakfast club and/or collected from after school club as staff cannot be responsible for those dropped off and left to make their own way.

**Collecting Children from After School Club** Children can only be collected by an adult who has been authorised to collect them. Parents or carers must inform the club in advance if someone else is collecting their child. Parents or carers must notify the Club if they will be late collecting their child. If the club is not informed, a penalty fee may apply.

**Dietary Needs** It is the parent's responsibility to inform the school of their child's dietary needs.

**Dropping Children Off at Breakfast Club** Parents are asked to escort their children to the school hall in the morning where our staff will greet each child warmly on their arrival at the club.

**Illness** St Peter's Pandas cannot accept children who are ill. If any children are ill when they first arrive at the club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the club until they have fully recovered, or until after the minimum exclusion period has expired. Parents/carers are not to bring any child who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

**Late Collection of Children** Our first concern is for your child. If you are aware that you are





## PARENT AND CARERS RESPONSIBILITIES CONTINUED

going to be late collecting your child(ren), please ring the school to notify staff. If you are delayed in collecting your child, we will look after them and try to contact you and the standby person(s) who have permission to collect your child in an emergency. Please help us to ensure that your child is comfortable with anyone who would have to provide care in an emergency by letting us know of any changes to the person you would wish to look after them if you cannot collect them. We will make every effort to contact that person(s), but if they cannot be contacted we are required to contact South Gloucestershire Social Services to arrange temporary care. After School Club will be open from 3.20pm–5.45pm (Monday to Thursday). Please adhere to these times to assist staff with setting-up and closing procedures and to ensure the safe and effective care of your child(ren). Persistent late collections (more than twice per term) may result in a penalty fee being charged.

**Medical Needs** It is the parent's responsibility to inform the club of their child's medical needs.

**Medication** Should you require staff to administer prescribed medicine, it must be clearly labelled with the child's name, dosage and any instructions. A Request to Administer Medication form must be completed beforehand and handed into the school office. A Record of Medication Administered will be kept at the club for all administration of medicines given to the children.

**Payments** Payments must be made at the time of booking using the Arbor parent portal/App. Childcare vouchers continue to be used as an acceptable method of payment. Please contact the school office to seek further guidance if you wish to pay using childcare vouchers.

No refunds will be available, but credits will be provided for cancellations as follows:

- 100% credit for 72 hours' notice, from day of change.
- 0% credit for less than 72 hours' notice.
- Late payment of fees may incur an additional administration charge of £10.00 .

