



# Badgers After-School Club

At Ss Alban & Stephen Infants

Our aim: To care for our pupils in a safe and happy environment at the end of the school day.

**When does it happen?** The Badgers club runs from 3:10 – 6:10 Monday to Friday, term time only. The club does not run on the last day of each term.

**Who runs the club?** Staff appointed by the Infant school who have completed the required checks, safeguarding and first aid training. They understand how to encourage inclusive play and positive relationships.

We want the club to be an enjoyable experience for all pupils and expect the same high standards of behaviour to continue after school. Our school rules and policies also apply here:

1. Behave safely
2. Respect others
3. Look after our school and everything in it.
4. Always do your best

**Who is it for?** We cater for pupils from reception to Year 2. Children attending on-site sports or languages clubs will be accompanied to Badgers after their clubs have finished.

**Where is it based?** The club is based in our Foundation Stage building. Children are escorted to the club at the end of the school day for registration. Parents should collect children from the nursery door. Children will only be permitted to leave when signed out by an authorised person.

**What happens at Badgers?** Your child can choose from a range of different activities. We have access to the Foundation Stage equipment and aim to provide outdoor play every day (weather permitting).

Indoors there are puzzles and games, Lego, small world play, art and creative activities. There is a quiet area for children to read and share stories. Each half-term there will be occasional activities, such as parachute games, seasonal crafts or a DVD, rated U or A.

**Tea Time** A healthy tea will be served at approximately 4:15 (once children attending after-school clubs arrive at Badgers). It will consist of bread, cold meats, cheese and vegetables. A selection of fresh fruit and yoghurt will be on offer. Children can choose water, milk or sugar free squash to drink. We are a nut-free school and have many children with special dietary requirements so regret that snacks/foods from home are not permitted.



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## Booking Information:

Parents may book for one, two or three one-hour sessions each day:

	<b>Important:</b> From 6:10 there is a charge of £10 <u>per 15</u>		
Session	<u>minutes</u> for late collection. Persistent lateness may		
Session	result in a place being withdrawn.		
Session	5	5.10	6.10
			14

## Charges

Badgers charges £4 per hour-long session per child and we are unable to pro-rata charges for parents wishing to collect children before the end of their booked session. Parents are required to pay from the end of the school day for children attending languages or other after-school clubs, not from the end of the club. If children are collected early for parties, etc, payment for the full hour will also be required. However you will not be charged if your child is ill and absent from school.

Booking enquiries should be made to the Badgers admin team at 07547 832374 or to [badgers@ssasinfants.herts.sch.uk](mailto:badgers@ssasinfants.herts.sch.uk) **The school office does not handle queries about availability or places.** Once availability is confirmed and a booking reference allocated, places will be reserved. Parents should then complete the attached booking form and return via email or book bags.

Bookings are made on a half-termly basis. Bookings will be repeated each half-term unless you advise us otherwise. If you wish to change or cancel your booking, we require a half-term's notice please.

## Payments

Parents will receive a bill in arrears each fortnight. We require payment by the due date on the invoice (usually within two weeks) please. Failure to pay may result in an additional admin charge of £20 being added to your account. We appreciate that families may experience financial difficulties and are happy to discuss payment plans – please speak in confidence to Mrs Dempsey and we will do our best to help you.

Payment can be made by cheque or childcare vouchers. Parentpay online payments will be made available during November 2016. Details on how to set up an account will be sent out after October half-term.



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Booking Forms 1 of 2 – only to be completed after checking availability at 07547 832374

Booking reference:		(office use only)
Child's Name:		
Date of Birth:	Class:	
Home address:		
<u>Parent/Guardian 1:</u> <u>Name:</u> <u>Work address:</u>  <u>Mobile:</u> <u>Work number:</u> <u>e-mail:</u>		<u>Parent/Guardian 2:</u> <u>Name:</u> <u>Work address:</u>  <u>Mobile:</u> <u>Work number:</u> <u>e-mail:</u>
<u>Doctor:</u> <u>Address:</u>  <u>Phone number:</u>	Medical information e.g. allergies, asthma, etc. (You will need to supply inhalers/epipens)	
Emergency Contact Please provide details of someone we can contact in an emergency, in the event that we are unable to contact you. <u>Name:</u> <u>Address:</u>  <u>Telephone:</u> <u>Mobile:</u>	Additional information – special dietary needs, etc	



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Please advise us of any changes to this information. Thank you.

Booking form 2 of 2

I would like to book a place for my child \_\_\_\_\_ Class: \_\_\_\_\_

For the half-term commencing: \_\_\_\_\_

Hours required	Monday	Tuesday	Wednesday	Thursday	Friday
3:10 – 4:10					
4:10 – 5:10					
5:10 – 6:10					

I have read and understand the information in this booking pack.

I understand and agree to the terms and conditions upon which this booking is accepted.

I understand that children are encouraged to behave responsibly and show respect to each other and to staff.

I understand that Badgers staff cannot accept responsibility for personal possessions or valuables whilst children are attending the club.

I consent to my child receiving first aid if required.

Signed:

Name (please print):

Date:

Please return the completed forms in an envelope marked 'Badgers After-School Club' via your child's book bag or via email to [badgers@ssasinfants.herts.sch.uk](mailto:badgers@ssasinfants.herts.sch.uk)

All enquiries regarding booking, billing and payments, please contact **07547 832374**

**Please note that this is the number for any messages or emergency contact for the after-school club.**