

Blue Coat C.E Aided Junior School

Before and After School Childcare

Contact Number: 0191 386 5975

Opening Times

Breakfast Club: 7:30am – 8:50am

Tea Club: 3:15pm – 5:30pm
(except Friday which ends at 4.30pm)



Fees: The costs below indicate the cost per child, per session.

Session	Time	Price
Breakfast Club	7:30am – 8:50am	£5.50
After-School Club	1 st session or part thereof (3:15pm – 4:30pm)	£5.50
	2 nd session or part thereof (4:30pm – 5:30pm)	Additional £2.50

Admissions: Wraparound Care is available to children attending Durham Blue Coat Junior School and those from our main feeder school Newton Hall Infants. The allocation of places will be on a first come first served basis. If the facilities become full, then a waiting list will be created and when a space becomes available, it will be allocated to the first child on the waiting list. The registration process and financial agreement must be completed prior to the child's commencement at the wraparound care. Once your registration has been completed and returned we will provide you with a login code for Parent Pay so you are able to book your required sessions our online account.

Admission is conditional on the following undertakings by the parent/carer: Fees are paid on time and the behaviour of the child is acceptable for the safe and efficient running of the service; school policies, including Behaviour, apply in the same way as they do during the main school day.

Bookings for Breakfast and Tea Club: Bookings **must** be made via Parent Pay where you can book up to 100 days in advance with the flexibility that you can cancel any booking you have made up to midnight the day before. When booking, you will be asked to pay for the booked session at the time of the booking; however, you do not need to pay until the day before.

Please note: If payment is not received by midnight the day before your booking, your child's place will be automatically CANCELLED and they will be unable to attend the session; therefore, it is very important that you make payment on time.

Only in exceptional circumstances, should you contact the office to make a booking on the day and this must be done by 11am. **Any bookings after this time will unfortunately be declined.**

Parents are asked to book the session as required; if, however, you are late and go into the next session then the later amended rate will be charged and vice versa if you have booked a later session and are early and amendment can be arranged.

To discourage people from booking their children in for sessions they do not require, we will charge parents/carers for sessions that they do not cancel in advance. Parents/carers are able to cancel their bookings themselves up until midnight the day before via Parent Pay or they can contact the school office up until 2pm. **If your child is booked into tea club and does not attend, you will be charged for the session.**

If you are having any problems accessing your account please contact the school office or if you are having any financial difficulties you can speak to Miss Wilson, the School Business Manager in confidence. The school reserves the right to refuse use of the facilities due to non-payment of fees.

Drop Off & Collection: All children attending Breakfast Club are to be dropped off at Blue Coat via the main entrance. Children from Newton Hall Infant School will be taken to school and handed over at approximately 8:50am. For Tea Club, infant children will be collected from the school yard at 3:15pm by the supervisory assistants and taken over to Blue Coat. All children are to be collected from Tea Club by a person **over the age of 16** – they must be collected no later than 5:30pm. The parent/carer contract requires a contact telephone number and address for those persons who are authorised to pick up their children and for use in case of an emergency. You must inform us if these details change or if someone else will be collecting your child.

AT NO GIVEN TIME WHILE A CHILD IS ATTENDING THE FACILITY WILL THEY BE ALLOWED TO LEAVE WITH ANYONE OTHER THAN THE AUTHORISED PERSON(S) WITHOUT PRIOR PERMISSION.

Late Collections: Durham Blue Coat CE Aided Junior School operates a 3-stage notice of strike-off process alongside a late collection fee for children who are collected late from our wraparound care service. Parents/carers are reminded that wraparound care ends at 5.30pm therefore all children need to be collected before this time. If parents cannot collect by 5.30pm, they should arrange for someone else to collect their child/children.

Our 3-stage process operates as follows:

1. First incident: Verbal warning and a £5 late charge per child;
2. Second incident: Written warning and a £5 late charge per child;
3. Third and final incident: Struck-off from being able to access our wraparound care service and a £5 late charge per child.

Failure to pay the late charge will also result in the child/children being no longer able to access the service.

Allocation of Places: The allocation of places will be on a first come first served basis. If the facilities become full, then a waiting list will be created and when a space becomes available, it will be allocated to the first child on the waiting list.

Snacks: A light snack will be available for children until 8:30am at Breakfast Club and from 4:30pm at Tea Club. If your child has any food intolerances or allergies please inform the supervisory assistants of this so that these children can catered for.

Activities: The children will take part in a range of activities suitable for all ages and stages of development enhancing each child's physical, intellectual, educational, social, cultural and creative development.

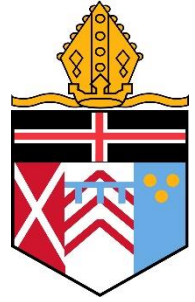
Expectations of the Child: Whilst staff will promote and maintain a positive and caring environment, the children are expected to: be polite to staff, parents and each other, show consideration to the needs of others, respond to reasonable instruction given to them by a member of staff and not resort to physical violence. All unacceptable behaviour will be reported to parents/carers and may result in your child's future use of this service being suspended.

Accidents and Illness: In the event of your child becoming unwell, you will be contacted immediately. If your child has an accident; a first aider will check them over and deem what first aid is necessary; for minor injuries, a form will be completed and will come home with your child to inform you of their accident. For head bumps and more serious accidents, the parent/carers will be contacted immediately.

Belongings and Personal Property: Children must not bring monies or valuables into the facility; if this cannot be avoided, all valuables should be handed to the supervisory assistants for safekeeping. The facility cannot accept responsibility for loss or damage to belongings and personal property.

Child Protection: The facility has a duty to protect children in its care, not only from risks on site but from forms of abuse (mental, physical, emotional or sexual). Any concerns will be brought to the attention of the safeguard lead and dealt with by the appropriate person. All proceedings and information will remain confidential.

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**Registration Form
Parent/Career Contract**

This form must be returned before your child can attend the facilities.

This document is an agreement between Durham Blue Coat CE Aided Junior school and

Child(rens) Name: _____

School _____ Year Group/Class _____

Date of Birth: _____

Gender: Male ☐ Female ☐

Address: _____ Post Code: _____

Please indicate which days your child may be attending the facilities (*these are just to give us an idea of our busiest days*):

Breakfast Club:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time:					

Tea Club:

	Monday	Tuesday	Wednesday	Thursday	Friday
Finish time:					

Name of parent(s)/carer(s): _____

Contact Numbers: Day _____ Night _____

Parent/Carer Place of Work: _____

Address: _____

Contact Number: _____

Name of person(s) collecting child if different from above. *(Children will only be allowed to leave the facilities with a named person, aged 16 or over).*

Name _____ Relationship to Child _____

Contact Number _____

Name _____ Relationship to Child _____

Contact Number _____

Name _____ Relationship to Child _____

Contact Number _____

Medical Information

Does your child have any known medical conditions/allergies/food intolerances?

Is your child on any regular medication? Yes *(please give detail below)* ☐ No ☐

Does your child have any specialist requirements?

Childs Doctors Surgery _____

Doctors Contact Number _____

Consents

I consent to any emergency medical treatment necessary during the running of the organisation. I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Yes ☐ No ☐ Signature _____

I understand that staff may take photographs and video recordings of the children taking part in the organisation's activities. I give my permission for this to happen and give my permission for the photographs and videos to be used for publicity purposes.

Yes ☐ No ☐ Signature _____

I understand that when the children play outside for part of the day when the weather is fine, I give permission for the staff to apply sunscreen provided by the organisation or myself.

Yes ☐ No ☐ Signature _____

I agree to comply with the organisation's policies and procedures, ensuring fees are paid in advance via Parent Pay, and I agree to abide by the Parent/Carer contract.

Yes ☐ No ☐

Print Name _____

Signature _____

Date _____

School App

In order to communicate more efficiently with parents we would like to give you the opportunity to sign up to our school app as we believe it is essential to work in partnership with parents/carers and part of this is achieved by ensuring that you receive clear, relevant and regular communications. The app is available to download on iPhones and Androids and once registered you will receive an invitation code via SMS to activate your account.

I would like to register for The School App Yes ☐ No ☐

Name _____ Phone Number _____