



**St Catherine's is a community in which all can grow in the love and knowledge of God, themselves and the world in which they live.
Be who God meant you to be and together we can achieve.**

Before and After School Club Policy **September 2024**

Introduction

The before and after school club exists to provide out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment and will be run by staff from the school.

The breakfast club operates from 8.00 am – 8.45am during term time. The after school club operates from 3.15pm – 4.30 pm during term time.

An update to date price-schedule is available from the school office and school website.

All parents must book their child(ren) onto the clubs via School Hub. The cut off time for booking breakfast club is 7.30 am and after school club is 12.30 pm on the day that the session is required.

Admissions

- Only children attending St Catherines Catholic Primary School are eligible to attend.
- All places are subject to availability.
- Parents/Carers are required to bring their child directly to breakfast club and sign them in. You should enter the club via the school hall external door.

- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be collected by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that the school is made aware of any person who may collect their child(ren).

Behaviour whilst attending the Club

- Children are expected to follow the school ethos and rules.

First Aid

- The school first aid and administration of medication policy applies at all times.
- Parents of any child who become unwell during Club will be contacted immediately.

Uncollected children

- If a child has not been collected by 4.30pm from the after school club, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. A late payment charge will be levied for late collection.