

Springhill School Wraparound Childcare Information

Springhill Breakfast Club (Foundation Stage to Year 6)

The Breakfast Club is open every school day. On the days that your child is attending you must sign them in to a member of staff between 7.45am and 8.20am.

The club operates in the 'clubhouse' situated near the school entrance. To access Breakfast Club you will need to use the access controls on the pedestrian entrance opposite the zebra crossing. Please be aware there is no parking in the school car park.

A healthy breakfast, e.g. toast, fruit, cereals, water and milk, is offered to the children until 8.15am, and they have the opportunity for quiet reading, quiet games and a space to complete homework.

Please can you ensure your child brings his/her toothbrush with them, if you wish them to brush their teeth after breakfast. When the club finishes the children are taken to the correct playground in time for the bell.

The mobile phone number during club hours is 07960 486524.

Springhill After School Club (Foundation Stage to Year 6)

The After School Club is open every school day, 3.15pm – 6pm. On the days that your child is attending you must sign them out from a member of staff.

The club operates in the 'clubhouse' situated near the school entrance. To access After School Club you will need to use the access controls on the pedestrian entrance opposite the zebra crossing. Please be aware there is no parking in the school car park.

A healthy snack, e.g. pittas, wraps, bagels, vegetables, fruit, water and no added sugar drinks, is offered to the children.

Activities include: play, arts, craft, imaginative play, small worlds, construction, social play, energetic play, books and any other appropriate activities. We also have the use of the MUGA.

The mobile phone number during club hours is 07960 486524.

Waiting List

Places are limited for our wraparound care. To add your child to the Breakfast Club and/or the After School Club waiting lists, please complete our online application form using the following web link: <https://forms.office.com/e/qTj5Ts2uKY>

The waiting lists for our wraparound childcare follow this order of priority:

- 1 = Siblings of children already attending the club on the days applied for
- 2 = Children of Springhill staff
- 3 = Other Springhill children

Booking procedure

- Parents must complete the necessary online Pupil Registration Form and Contract before their children can attend the clubs.
- **Permanent place:**
Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, 4 weeks' notice in writing or email is required.
- **Temporary booking:**
We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee structure

- Breakfast Club fees are £4.00 per session. Payments must be made half-termly and in advance
- Afterschool Club fees are £9.50 per session. Payments must be a minimum of four weeks or half-termly and made in advance.
- Fees are charged for booked sessions whether the child attends or not

Scopay and childcare vouchers

- Fees can be paid via the Scopay app and with childcare vouchers
- We are registered to accept childcare vouchers Computershare (0008029350), Edenred (P20205692), Fideliti, Sodexo (174438), Care-4, Bravo Benefits, Pluxee and TFC (the government's tax-free childcare vouchers scheme).
- The Club recognises that childcare can be costly, so we encourage eligible parents or carers to visit www.gov.uk/childcare-calculator to see you are eligible for help

Club admin

- Fees are reviewed annually by the registered person. Any queries regarding fees should be directed to Mrs Gooding by email (info@springhillcatholic.net)
- If fees are not paid on time, reminder emails will be sent to the parent or carer, requesting payment again
- Mrs Gooding may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.
- Late payment of fees causes a disproportionate amount of work for the organiser in collecting them. Details of the fees can be found in the Late Collection Policy, available on request.
- Four weeks' written notice is required to withdraw your child's place from the Breakfast Club and the After School Club. This can be given by email or letter.
- Springhill Catholic Primary Ofsted URN: 137293