



Roebuck Buccaneers – Extended School provision Contract Booking Procedure

Roebuck Academy's Breakfast and After School club Buccaneers runs during term time only, (excluding non-pupil days) from 7.30 – 8.45am (breakfast club) and from 3.15- 5.45pm (after school club).

We have fully competent and trained staff that will endeavour to provide suitable activities for all the children who attend.

The children are provided with refreshments; which includes drinks and a light hot/cold snack. In the event of an emergency, the club can be contacted on the school line 01438311937 or the club co-coordinator's mobile 07804800966.

Policy & Procedures

1. All parents will be issued with a copy of the club policy. (also on school website) and all parents and pupils are expected to abide by the policy.
2. Your child will not be allowed to go home without a parent or someone appointed by a parent. If you need to change time or names of person to collect child, please telephone the co-ordinator's mobile.
3. Whilst under the supervision of staff, your child will not be able to leave the premises unless the staff have organised an activity for which you will have received prior to notice
4. The after school club closes at 5.45pm and all children must be collected by this time.
5. We will provide a drink and a snack during this session. We cannot store snacks from home unless there is a dietary need.

Contracts

- Contracts should be completed and returned to Buccaneers in advance of the sessions required.
- All contract bookings are guaranteed, subject to payment and availability.
- Any changes to the contracted sessions require a months' notice.
- Invoices are sent out for payment half termly.

Contract Cancellation Period

- One month's notice is required to cancel or reduce any contracted sessions. Parents will still be invoiced for one calendar month following the date the notification regardless of when in the month you advise us. Increases in contracted sessions will be subject to availability.

Payments

- Payment can be made by cash, cheque, direct payment or childcare vouchers. Children's names should be put as the reference to help our administration.
- Payments should reach our account seven days from date of invoice. Please note payments take at least 3 working days to reach our account.
- Any payments received late will be subject to a £10.00 late payment fee. These fees will be added to your next month's invoice for payment.
- Any cheques that are returned by the bank will be subject to a £10 administration fee.



Additional Bookings

- Any additional sessions required can be booked with 24 hours' notice and charged at the same rate as other contracted sessions pending places being available.
- Cancellations of these additional sessions can be refunded with 24 hours' notice

Parents will always be contacted should a child booked into the Afterschool club not arrive. Therefore please let a member of staff know if your child will be going home instead.



Roebuck Buccaneers – Extended School provision

ADOHOC BOOKING PROCEDURE

Bookings

- Bookings must be made in advance of the requested session.
- Bookings must be made using the ad-hoc booking form.
- If space is unavailable you will be contacted to be advised of this.
- Clubs are often close to capacity If you require a regular booking then a contract booking will ensure your place.

Payments

- Payment can be made by cash, cheque, direct payment or childcare vouchers. Children's names should be put as a reference to help our administration.
- Payments should be made in advance of the booking, with either direct payments or childcare vouchers
- Any payments not received after the booking commences will be subject to a £10 administration fee.
- Any cheques that are returned by the bank will be subject to a £10 administration fee.

Cancellation

- Sessions cancelled at more than 24 hours' notice can be held for future booking payments. Any session cancelled with less than 24 hours' notice will not be refunded.

Breakfast Club Procedures

Arrival

- Children can arrive anytime from 7.30am.
- There is no parking on the school site at any time. Please ensure you park legally around the area of the school

Breakfast

- Children will be served breakfast up to 8.20am.
- Breakfast consists of a variety of healthy cereals, toast, crumpets, fruit ,yoghurt and a drink of juice.
- Please advise of any dietary requirements before your child starts.



During the Session

- After breakfast children may choose activities from a wide range of board games and arts and crafts equipment.

Start of the School Day

- All children will be allowed out onto a supervised playground at 8.45am.
- KS2 children go to their class room through internal corridors.
- KS1 children are taken to class by a member of staff.

...

After School Club Procedures

Arrival

- KS2 Children will be sent from their class rooms to Buccaneers
- KS1 children will be collected from their classrooms by a member of staff.
- A register is taken at the beginning of the session to ensure all children have arrived.
- Staff will check with the class teacher should a child not arrive. A phone call to the parent will also be made if the child has not gone home with them.

Tea

- Tea is served at 3.30 – 4.00pm- for all children.
- This consists of a selection of crackers, hotdogs, pittas, etc. Toast, sandwiches, fruit and yoghurt.
- Please advise of any dietary requirements.

During the Session

- Children can play with a variety of activities during the session which include construction, art activities, puzzles and games.
- KS2 children will have a quiet time in which to complete their homework.

Collection

- All children should be collected from the club before 5.45pm. Parents will be charged £5.00 per 15 minutes that they collect their child late to cover the additional cost of staff members staying. To ensure there is no disagreement, you will be asked to sign the collection sheet with the time recorded. This signature will confirm you are aware and will be invoiced the following month.
- Contact during the after school club times can be made using the club mobile (07804800966).
- No parking is available on site. Please ensure you park considerately around the school site.
- All children should be collected from Buccaneers. Please ensure you sign your child out when collecting.

Behaviour

- In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified, if this occurs on more than two occasions. On the third occasion the child will be unable to attend his or hers next session.



Roebuck Buccaneers

Booking Form

Name----- Class

WEEK BEGINNING

Times	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
7.30 am to 8.45 am	£4.00					
3.15 pm to 4.45 pm	£8.00					
3.15 om to 5.45 pm	£9.00					

Please tick the sessions you would like to book for your child.

Total Cost: Number of sessions @ £4.00 per session = £

Total Cost: Number of sessions @ £8.00 per session = £

Total Cost: Number of sessions @ £9.00 per session = £

For second and subsequent children: Name-----

Class/es

Times	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
7.30 am to 8.45 am	£3.25					
3.15 pm to 4.45 pm	£7.00					
3.15 pm to 5.45 pm	£8.00					

Please tick the sessions you would like to book for your child.

Total Cost: Number of sessions @ £3.25. per session = £

Total Cost: Number of sessions @ £7.00 per session = £

Total Cost: Number of sessions @ £8.00 per session = £

TOTAL ENCLOSED:

Roebuck Buccaneers – Before and After School Club Registration Form

Child's Name:	Date of Birth:
Preferred Name:	
Home Address:	
Date of Birth:	
Email Address:	
Mother's Name:	Contact Telephone Numbers
Father's Name	Contact Telephone Numbers
If someone other than a parent will have responsibility for leaving or collecting the child, please complete the following:	
Name:	Contact Telephone Numbers:
Address:	
Relationship to Child:	

Signed.....
Date.....

MEDICAL INFORMATION

Please give any medical information that may be important if your child is taken ill.

The child's doctor is Dr.....

Please state below any medical conditions such as diabetes, epilepsy, asthma, etc. Also allergies to medicines, plasters or food allergies.

Religious considerations that a doctor should be made aware of e.g. Jehovah's witness.

Declaration:

I consent to my child receiving medical treatment in an emergency if I cannot be contacted.

Name of Parent/Carer.....

Signature of Parent/Carer.....

Date.....

I give consent for my child to receive any necessary emergency medical and dental treatment, and for anaesthetic to be administered and for an operation to be performed when such treatment is medically or dentally essential.

I understand this is only to be used in a situation where the Buccaneers Supervisor is unable to contact me.

Name of Child.....

Name of Parent/Carer.....

Address.....

.....

Contact Telephone Numbers:.....

Signature of Parent/Carer:.....

Date:.....