

FELBRIDGE PRIMARY SCHOOL

After School Care Club – Squirrel’s Den Terms & Conditions

1. Time & Location
- 1.1 Squirrel’s Den will run daily, term time only, in the hut at the rear of the school known as the Den.
- 1.2 During the summer months, there will be access to outside areas of the school including the field, play frame and adventure trail.
- 1.3 Squirrel’s Den will be open from 3.15 – 5.45pm, and parents may book attendance for their child in ¼ hour blocks of time, with a minimum booking of ½ hour.
2. Charges & Booking
- 2.1 Bookings should be made via your child’s Arbor account. For any last-minute bookings or amendments please telephone the school office.
- 2.2 Bookings for each half term will be made available on Arbor at 7 pm on the Monday two weeks before the end of each half term.
- 2.3 The maximum number of children who can attend is 30 each day.
- 2.4 If we have not been informed prior to a session starting and a child is collected earlier from Squirrel’s Den than the arranged booking time, the original booking fee will still apply.
- 2.5 From 3.15 – 4.30 each ¼ hour block of time will be charged at £1.50
- 2.6 From 4.30 – 5.45 each ¼ hour block of time will be charged at £1.30
- 2.7 Tea is provided to all children staying beyond 4:30pm and will be charged at £1.50.
- 2.8 Payment can be made via Arbor or childcare vouchers. An email will be sent on the last day of each half term stating how much is owed.
- 2.9 There will be a late collection penalty charge of £25 made to parents collecting children after the end of the club – i.e. after 5.45pm.
- Parents arriving late for collection from earlier booked slots e.g. were due to pick up at 4.30 but arrived at 4.40, will be charged an additional ¼ hour slot.
- 2.10 Where more than one child from a family attends, a 10% discount will be applied to the second child’s club fee.
- 2.11 Sessions may be booked and paid for up to half a term in advance.
- 2.12 A registration form will be completed when making the first booking.
- 2.13 Registration forms are available either on the school website or from the school office.
3. Emergency Attendance
- 3.1 Emergency attendance at Squirrel’s Den may be possible, and payment will be due when your child is collected at the end of the session.
4. Staffing
- 4.1 Squirrel’s Den will be run by two/three members of staff each day. One After School Care Club Manager and one/two After School Care Club Assistant.
- 4.2 The Club Manager is a job share role, worked on different days.
- 4.3 Care Club Managers will hold both First Aid and Food Hygiene certificates.
- 4.4 All staff will have a Disclosure and Barring check.
5. Tea
- 5.1 All children will be offered a drink and a biscuit on arrival at the club.
- 5.2 Tea will be provided to children who are booked into the club beyond 4.30pm
- 5.3 The tea menu will include the following types of food:
 - Beans/spaghetti/egg on toast
 - Pizza
 - Pasta
 - Burgers in buns
 - Sandwiches with a variety of fillings
 - Cake
 - Fruit
 - Yoghurt
 - Juice /Milk/ hot chocolate
- Not all items will be available every day, but there will be a choice on offer each day.
- 5.4 Tea will be prepared and eaten in the technology room
- 5.5 Children’s food preferences will be noted on their club registration form.
- 5.6 Any food allergies will be recorded on club registration forms.
- 6.0 Activities
- 6.1 The following activities will be available at Squirrel’s Den:
 - Book corner
 - Games and puzzles
 - Art and craft activities
 - Role play opportunities
 - Videos and music
 - Access to a computer
 - Opportunities to do homework
- 6.2 There will be occasional themes and special activities.
- 7.0 Behaviour & Code of Conduct
- 7.1 Squirrel’s Den is being set up as part of the Extended Schools provision.
- Children will be expected to adhere to all school rules and the code of conduct outlined in the Home School Agreement signed when they joined the school.
- 7.2 All school policies will be adopted by Squirrel’s Den, including Behaviour, Anti-bullying, Health& Safety and Medical.
- 8.0 First Aid & Medical
- 8.1 The Care Club managers will be first aid trained.
- 8.2 If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.
- 8.3 Children with inhalers will require an additional inhaler to be used during their attendance at the club.
- 8.4 Children with an EpiPen will require an additional EpiPen for emergency use during their attendance at the club.
- 9.0 Contacting the Club While it is Running
- 9.1 Should you need to contact the Squirrel’s Den staff whilst it is running, please dial the main school number, 01342 323413 and select option 2.
- 10.0 Collection from the Club
- 10.1 Collection of children from the club will be via the rear gate to the school on Copthorne Road, and then to the door of Squirrel’s Den. Please contact the school for the gate code. Please note that this code is confidential and should not be shared with your child or any other adult unless they are collecting from the Den.
- 10.2 Parents should still park in Crawley Down Road and walk around the pathway on the green adjacent to the Old School Garden. There is limited space for parking in front of the gates at the rear of the school and no space to park on road.
- 11.0 General
- 11.1 Felbridge Primary School reserves the right to close Squirrel’s Den with a one month notice period to parents, should the predicted uptake not be maintained.
- 11.2 Squirrel’s Den will not be open on the last day of term when school finishes at 1.30pm or on school training days.