

MAX CLUB

INFORMATION FOR PARENTS



St Maxentius CE Primary School

New Heys Way
Bolton
BL2 4AE

School Tel: **01204 333106**
E-mail: **parents@st-maxentius.bolton.sch.uk**
Website: www.st-maxentius.bolton.sch.uk

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WELCOME

Dear Parent/Carer,

Welcome to Max Out of School Club. We have developed this handbook to ensure that those families using our childcare provision have all the information they need to help them use our service.

Max Club is run by the Governors of St Maxentius School, and as such shares our school ethos and policies.

We have approachable, professional and committed staff, which combined with excellent resources and facilities enable us to provide a 'Happy, Healthy, Fun' environment in which to care for your child.

If there is any further information you require please do not hesitate to contact a member of our team.

Yours faithfully,

Mrs Lisa Cousen
Headteacher

HIGH QUALITY CHILDCARE

We provide excellent childcare before and after school. The qualified staff are committed to providing the best possible care for the pupils who use our club, and the best possible service to our parents. A wide variety of activities are always available and staff play active games with the children in the hall and outside. Breakfast or a light tea is provided each session.

The children attending our club during term time are pupils of St Maxentius Primary School.

FEES		
Breakfast Club	<i>Includes a buffet style breakfast 7.30- 8:45</i>	£5
2nd and 3rd child		£4.50
After School Club	<i>Includes an after school snack After school—6.00pm</i>	£9
2nd and 3rd child		£8.50
Late Collection		£15 per 15 mins

BOOKINGS

Bookings for Out of School Club are made on-line. Bookings need to be made in advance, with a deadline of six days prior to the provision being taken.

Payments for provision can be made by card at the time of booking via the School Money website or alternatively fees can be paid via bank transfer, standing order and childcare voucher as well as cash or cheque in school. You must have a positive balance on your online account to be able to book provision so if you are paying by any other method than School Money, please ensure that you allow time for payments to be processed by school prior to making any bookings, especially during the school holidays.

Bookings cannot be made without receipt of a registration form.

Emergency bookings: if staffing ratios allow, we offer emergency cover (where a genuine emergency has occurred in the family). The charges are as follows:

Breakfast: £9

After School: £13

SECURITY PROCEDURES

Infants

The children are collected from the classroom by a play leader.

Children must be collected by an adult (aged 18+) on their collection list. In the event of another adult (aged 18+) being asked to collect your child, please inform a member of Out of School Club staff as soon as possible.

The doors into school are locked and only opened by staff when they have confirmed the identity of any visitors. Please help us to remain secure by ensuring that you close the door behind you as you enter or leave and enable only staff to allow entrance to the building.

BEHAVIOUR AND CODE OF CONDUCT

Our children need to be able to relax and have fun in a safe and friendly atmosphere. The relationships between the children and adults are still expected to be formal and the adults are known by their title and surname. There is still the expectation that the usual standards of behaviour and courtesy continue and school behaviour policy applies. However, if a child has been placed on 'red' or 'amber' during the school day, he / she will revert to green on entering the club at 3.30pm.

In line with Policy, we always

- Show respect to staff members.
- Keep ourselves and others safe by behaving in a sensible manner.
- Are kind to each other and make sure that we include others in our play.
- Use good table manners and are polite.
- Take care of all equipment and our surroundings.

RAISING CONCERNS

In the first instance, please speak to a member of our club management team who may be able to address your concerns. If the problem remains unresolved please make an appointment to see the Headteacher. We find most problems can be resolved in this way, however if you are still dissatisfied there is a formal complaints procedure which is available on the school website.

COMMUNICATION

We aim to ensure that our families are regularly informed about what is happening in and around school. We do this in a variety of ways.

- **Face-to-face** - Staff are usually available to talk to between 8.30 and 9am in the morning and from 3.30pm each afternoon.
- **Website** - information about school and Max Club policies etc can be found at www.st-maxentius.bolton.sch.uk
- **Email** - our parent email is checked at frequent intervals during the school day.
- **Texting Service** - short messages and reminders are sent to the priority mobile number for each pupil. These may be sent to all families or targeted for particular groups or individuals.
- **Telephone** - When staff are unable to answer, please leave a message on the answer phone and we will return your call as soon as possible.

HEALTHY EATING

Breakfast Club

Each morning the children are offered a selection of cereals, fruit, toast, pancakes and a drink of milk or water. There may be themed breakfasts too.

After School Club

At the end of the school day the children are given a snack to tide them over until their evening meal. This is prepared by the staff at high standard. All staff have food hygiene qualification. There is a two week rolling menu that takes account of individual preferences to ensure there is a suitable variety on offer for all children including vegetarians and children with allergies.

MAX OUT OF SCHOOL CLUB - TERMS AND CONDITIONS

- All communications to club must be made in writing, email or by telephone to a member of our team. We are unable to accept verbal messages from children.
- All children must be collected by a recognised person from their list and club must be informed of any changes from the norm.
- The final time for collection is **6.00pm**. Please note that there will be an excess charge of **£15** for any child collected after 6.00pm and a further £15 for each additional quarter hour.
- All forms must be completed and signed before attendance.
- In order to minimise the risk of infection to others, we follow the same exclusion periods for communicable diseases as school.