

**Angels Before and After-School and Holiday Club, St Gabriel’s C of E Academy, Houlton**

**Part of The Old Station Nursery Ltd**

Angels is an Out of School Club operated by The Old Station Nursery Ltd, based within the grounds of St Gabriel’s C of E Academy. We aim to provide support to families from the local area with professional staff and continuous pursuit of excellence. We work closely with training providers and local child support services to ensure we are leaders in our field.

We are currently located within the school and we are able to use the school facilities, including playing fields and outdoor areas as well as the school hall, if required.

The Club provides a caring and stimulating environment which aims to be fun for the children, a change from their school day and a place for games or relaxation.

**Hours**

The Club is open from 7.30 am until school opens at 8.45am and then again from 3.15pm until 6pm, Monday to Friday, during school term time. It is open to all children who attend the school, or from local schools in the area, who are aged between 4 and 11 years. Children are collected from the School by staff who accompany them to the Club. Written permission is required from parents if they would like their child to attend existing School Clubs, e.g. Dance, Multi sports, Football etc. Notification is also required if they are not attending the Club or are going home with someone else.

**Activities**

We recognise that children have had a busy day at school and want to relax and unwind when they come to the Club. We have a selection of games and toys for them to play with and arrange various art / craft activities, cooking and sports activities to keep them entertained. There is also space for them to complete homework if they wish to do so.

The children are encouraged to be involved in planning topics and activities that they wish to carry out throughout the term and we also have a Children’s Committee which helps to run the Club and decides how the monthly equipment budget should be spent.

**Holiday Club**

During school holidays we offer a holiday club for children aged between 4 and 11, with a range of different activities, including sports, team games, arts and crafts and access to books, TV and computer games for quieter times. The emphasis is on fun and ‘holiday’ and the children are involved in planning what they would like to do and theme days. Further details of holiday clubs are available on a termly basis.

**Food**

A snack tea is provided for the children at about 4pm. A light breakfast is provided at Breakfast Club until 8.20am. Drinks are provided at all sessions.

**Session times and Fees from Sept 2018**

Fees are reviewed on an annual basis, normally on 1st September.

Fees are due during all Bank Holidays when falling in term time and should be paid by direct debit; please complete the mandate when registering your child.

***Fees for all school age children:***

Before School Club - £5 (7.30am -8.45am including drop-off at school and breakfast meal)

After School Club - £10 (3.15pm – 6.00pm including collection from school).

***Discounts:***

A 5% discount is offered to all MOD, civil servants, NHS, Police and any emergency services

(ID will be required at point of registration).

A 5% sibling discount is offered to the eldest children within the same family and is deducted after any other discount allowed.

A 5% discount is offered to all families living at the Houlton Radio Mast Development.

***Payment of fees:***

Term-time fees are annualised by calculating 38 weeks and dividing into 11 equal amounts which should be paid by Direct Debit on the 1st of each month (1st September – 1st July).

Children who attend other local schools are welcome to use the After-School Club and holiday club, provided they can be dropped off at the Club.

We accept Employer Childcare Vouchers in payment for Club sessions.

**Keeping in Touch**

The Club will keep parents advised on special events, updated information, latest news etc. on a notice board which will be displayed at the Club. Parental involvement is important for the benefit of the child and for the Club. Staff will be available to talk to parents when they collect their child.

**Clothing**

Children are welcome to bring a change of clothes for the Club and parents may be asked to provide protective clothing for messy play, soft shoes for indoors and suitable clothes for outdoor play. Name tags on clothes help prevent loss. Sun hats and cream need to be provided for the summer session.

**Sickness Policy**

Parents are asked not to bring children to the Club who are unwell or carrying infectious diseases. If your child has vomited or had diarrhoea then there must be at least a 24 hour symptom free period before he/she returns to the Club. Parents must inform Club staff if their child suffers from any known medical problems, or is using long-term medicine, e.g. nebulisers, and all parents must advise staff on what to do if their child becomes unwell during a session. At least one member of Club staff will be a qualified First Aider.