



# St. John's C.E. Primary School

*'High standards – through a caring community'*



## **FABs Before and After School Club / Holiday Club Parent Handbook and Contract**

Department for Education Unique Reference Number: 106105  
Ofsted Childcare Register Number: EY273549

FABs Manager: Mrs Louise Longworth

FABs Staff: Mrs Paula Dodd  
Miss Danielle Saha

Tel: 0161 442 7424 – option 3

Email: [fabsbookings@st-johns.stockport.sch.uk](mailto:fabsbookings@st-johns.stockport.sch.uk)

Breakfast Club session: 7.50am – 8.45am	Cost: £7.00 per session
After School Club session 3.15pm – 6.00pm*	Cost: £13.00 per session
Holiday Club session: 8.00am – 4.00pm*	Cost: £30.00 per day

\*Late fees apply for collection after 6.00pm for After School Club or 4.00pm for Holiday Club. The fees will be added to your ParentPay account. (£20 for each interval up to 15 minutes to cover additional staffing e.g. 6.07pm for After School Club would incur a £20 additional late fee, 6.17pm would incur a £40 additional late fee).

FABs is registered with Stockport Metropolitan Borough Council and will be inspected by OFSTED as part of a whole school inspection.

### **Introduction:**

The FABs provision is the Before and After School Club/Holiday Club childcare facility provided for the children of St John's C.E. Primary School.

*'Our aim is to provide reliable, affordable, top quality childcare for 4–11-year-old children, thus enabling parents to work or to study.'*

*'To promote the social, emotional, physical and intellectual growth of each child while providing a warm, caring, nurturing environment for the strong development of the powers of imagination and creativity'*

This document outlines the key information parents should be aware of when opting to take a place at the FABs provision. In addition to this document, the club operates under the policies of the main school and are available upon request to be viewed. Please note, **no child** will be able to attend the FABs provision without a signed copy of the Registration Form and Contract being returned to the FABs Manager.

Please note: FABs reserves the right to amend the terms/conditions at any time.

### **Registration:**

- The FABs Registration Form and Contract must be completed and returned to the FABs Manager before your child attends FABs.
- If you need to make any changes to the details provided in the registration form, please inform the FABs Manager as soon as possible.

### **Booking Arrangements:**

- Bookings must be made via the Clubs portal on ParentPay.
- Payment must be made at the time of booking, otherwise the booking will not be secured.
- Bookings are non-refundable. Please inform the FABs Manager if your child will not be attending a pre booked session.

### **Emergency Bookings:**

- For an emergency booking (less than 24 hours' notice) please contact FABs as soon as possible.
- FABs are not obliged to honour requests for places not booked in advance as places may not be available or the necessary levels of staff may not be present.

### **Payment Arrangements:**

- Sessions must be paid for before your child attends FABs.
- Payments can be made via ParentPay or Tax-Free Childcare Payment Scheme.
- Please ensure you use your child's name as the payment reference if you use a childcare payment scheme. The school currently has accounts with the following providers:
  - Government Tax-Free Childcare Scheme
  - Computershare - Account No. 00291704
  - Edenred - Account No. P20171735
  - Sodexo - Account No. 805143
  - Midcounties Co-op - Account No. 85007821
  - Childcare Grant Payment Service – Account No. CCG4423743
  - Fideliti
  - Kiddivouchers

### **Payment of FABs Fees:**

- Non-payment of fees may lead to the loss of your child's place at FABs.
- All bookings are non-refundable. Please inform the FABs Manager if your child will not be attending a pre-booked session.
- Charges will still be made in the event of absence without notice or illness, term time holidays or the closure of St John's C.E. Primary School due to unforeseen circumstances.

### **Drop off and Collection of Children:**

#### **Breakfast Club**

- Parents/Carers should bring their child to the door of FABs (mobile classroom in the playground) and sign them in. Children will be escorted to the main school building at 8.45am.

### **After School Club**

- The FABs Team will escort children from the main school building to FABs.
- A register will be taken at the beginning of each session.
- Children should be collected from the playground gate. Please ring the doorbell and a member of staff will bring your child to you. You must sign your child out.
- FABs will only allow children to leave with one of the 3 contacts named on the Registration Form unless clear permission has been given, by an adult with parental responsibility, for the child to be collected by another person.

### **Breakfast and Snacks:**

- A wide choice of healthy options are available for breakfast including toast, cereal, yoghurt, fruit, milk and water.
- A snack is provided at After School Club such as wraps, pasta, rice dishes. Fresh fruit is always available.
- Breakfast, freshly prepared lunch and afternoon snacks are provided at Holiday Club sessions.
- FABs menu is available on the school website.

### **Medical Needs:**

- FABs will refer to any medical information you have shared with school in relation to your child but should you wish to discuss a specific need further please contact the FABs Manager.
- All staff are certified in paediatric first aid and adhere to the school's Managing Medical Needs Policy and First Aid Procedures.

### **Image Consent:**

- FABs will use the same permissions as have been given to the main school in relation to the taking and use of images of your child.

### **Safeguarding:**

- At St. John's C.E. Primary School we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002.
- We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.
- If any member of staff has any concerns about a child being at risk they must report it to the Designated Safeguarding Lead. All staff have a legal obligation to report their concerns.

### **As a childcare provider we will:**

- Provide varied care and play opportunities for children that cater for a range of interests and abilities.
- Ensure activities within FABs are inclusive, not discriminatory and accessible for all.
- Ensure activities promote the social, emotional and mental health of all children.
- Provide children with access to a variety of facilities and equipment that are safe to use, and ensure children are supervised at all times.

- Ensure FABs staff always put the needs of children first.
- Adhere to relevant legislation that keeps children safe and free from harm at all times.
- Ensure staff adhere to their safeguarding duties at all times and report any concerns they may have to the Designated Safeguarding Lead.
- Ensure staff are qualified, and that any volunteers and staff on duty at FABs have undertaken the relevant security checks and these are listed in the School's Central Record.
- Promote a positive and inclusive environment for children and deal with any incidents of bullying immediately.
- Listen and respond to children's views and concerns.
- Keep parents informed of FABs policies and procedures, including opening times and fees and charges.
- Share and discuss children's achievements, experiences and friendships, along with any difficulties that may arise.
- Provide healthy, nutritional food.
- Request to meet with a parent/carer if a child's behaviour or actions is affecting the care or safety of other club users.

**We expect children to:**

- Follow the school's Behaviour Policy.
- Treat everyone with respect and kindness.
- Stay where a member of staff can see and hear them.
- Participate where possible.
- Talk to a member of staff if they have been bullied or witnessed any bullying take place.
- When using the computers, follow the School's Acceptable Use Policy for ICT.

**As parents/carers of a child in our Before and After School Club / Holiday Club you will:**

- Provide us with any information relating to your child's FABs place and complete all relevant documentation as requested.
- Notify us of any medical or educational situations where special arrangements may be needed for your child.
- Provide us with up to date contact details and immediately inform us of any change to this information.
- Ensure your child is dressed appropriately for the weather; waterproof coat, hats, scarves or sun hats and sun cream as appropriate for the weather/time of year.
- Inform us of any matters that are relevant to your child's safety and security.
- Keep us informed as to the identity of those persons authorised to collect your child from the After School Club / Holiday Club.
- Reiterate to your child the provisions of the Behaviour Policy and the potential consequences should your child break the rules.
- Inform us immediately if your child is unable to be collected at the agreed collection time (Late fees will apply).
- Inform us if your child is unable to attend FABs.
- Use the agreed booking procedures.
- Ensure that FABs staff are aware of who will be picking your child up in the event that it is not one of the 3 contacts provided.
- Adhere to the payment procedures as outlined in this document, at all times

## **Termination of Contract:**

You may immediately end this agreement if:

- We breach any of our obligations under this agreement and have not or we cannot address any breach within a reasonable period of time. You will still be liable to pay for childcare used up until the point of termination.

FABs may immediately end this agreement if:

- You fail to pay the fees which are due.
- You have breached any of your obligations under this agreement.
- You or your child behave unacceptably, as we will not tolerate any physical or verbal abuse towards the staff or other users of the childcare facility.
- You arrive excessively late for a collection without good reason (in excess of 30 minutes).

## **Other:**

- As a childcare provider we are under an obligation to report any instances where we consider a child may have been neglected or abused in line with the School's Safeguarding Policy.
- In the event of an unexpected closure of FABs Before and After School Club / Holiday Club, we are under no obligation to provide alternate childcare facilities for you.
- If you have concerns regarding the services provided at FABs, you should raise this with a member of the FABs team, if you are still unsatisfied then you should follow the school's complaint procedure which is outlined in the school's prospectus or on the website.





# St. John's C.E. Primary School

*'High standards – through a caring community'*



## FABs Before and After School Club / Holiday Club Registration Form and Contract

<b>Child's Name:</b>			
<b>Date of Birth:</b>			
<b>Home Address:</b>			
	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Full Name:</b>			
<b>Relationship to Child:</b>			
<b>Home Phone Number:</b>			
<b>Work Phone Number:</b>			
<b>Mobile Number:</b>			
<b>Parental/Legal Responsibility:</b>	<b>Y or N</b>	<b>Y or N</b>	<b>Y or N</b>

<b>Dietary Requirements/ Allergies:</b>	
---	--

I confirm that I understand and accept the terms and conditions of this agreement.

Name of Parent/Carer (Please Print): \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### Signed on behalf of FABs:

Name of Member of Staff (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position in School: \_\_\_\_\_

**Please return this Registration Form to the FABs Manager.**