



# 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  
Miss Ellie Byrne

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: £6.00 per session
After School Club session 3.15pm – 6.00pm*	Cost: £12.00 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.
- In the event of a child requiring medication prescribed by a health professional during the session, parents must complete a Medicine Permission Form, stating the medication, dosage and time it should be administered. Parents should hand medication directly to staff along with the form for safe storage. At the end of the session the medication will be handed back to the parent (or adult in school at the end of Breakfast Club). Children are not permitted to keep medication about their person or in bags/lockers.

### **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.





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## 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>	
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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.**