

CRASH After School Club



THANK YOU FOR YOUR INTEREST IN CRASH

We aim to provide quality childcare before and after school hours and most school holidays. Although we operate from school premises, CRASH is not run by the school but by a Volunteer Management Committee of parents. We are registered with OFsted and employ qualified and experienced Playworkers. All our staff and volunteers have been police checked.

OPENING TIMES

We are open from Monday to Friday. Breakfast Club sessions run from 7.30am to 8.35am, After school sessions run from 3.20pm to 6.00pm and holiday sessions run from 8.00am to 6.00pm.

HOW MUCH WILL IT COST?

BREAKFAST CLUB		Cancellation Fee
7.30am - 8.35am	£3.50	£3.50
7.45am - 8.35am	£3.00	£3.00

'early start' service

AFTER SCHOOL		Cancellation Fee
3.20pm - 4.30pm	£5.00	£5.00
3.20pm - 5.00pm	£5.50	£5.00
3.20pm - 5.30pm	£6.25	£5.00
3.20pm - 6.00pm	£6.75*	£5.00

* Please can we remind Parents/Carers that Crash closes at 6.00pm and that a charge of £5.00 will be made per 15 mins for each child collected after this time.

HOLIDAYS		Cancellation Fee
8.00am - 1.30pm	£10.00*	£10.00
1.30pm - 6.00pm	£10.00*	£10.00
8.00am - 6.00pm	£19.00*	£19.00

*There may be an additional charge during these sessions. This should be no more than £6.00 per child per week but depends on activities taking place.

Payment (by cheque, if possible) must be made regularly either in advance or following a monthly invoice. Cheques should be made payable to 'CRASH'.

CANCELLATION FEE

A period of **2 weeks** notice must be given when you need to cancel any breakfast or after school session and **4 weeks for holiday sessions** at CRASH. The full cost will be charged for sessions with less than **2/4 weeks** notice except in cases of sickness or exceptional circumstances where a 50% cancellation fee will apply. **IF YOUR CHILD IS ILL OR WILL NOT BE ATTENDING A SESSION FOR ANY REASON, YOU MUST NOTIFY US AS SOON AS POSSIBLE.** Messages can be left on the CRASH answer machine - Tel. 01473 213356.

THE WAITING LIST

CRASH is a very popular club. It may be that your child will not have a place straight away, but you are welcome to put your child's name down on the waiting list.

CRASH operates an advance booking and payment process for holiday sessions. Please ask a Staff member for a booking form if you are interested as sessions are allocated on a first come, first served basis. Children who do not attend CRASH after school are welcome to join us for holiday sessions.

ACTIVITIES

These are relevant to all age groups and there is a wide choice available. During term time the emphasis is based on providing a relaxed and comfortable period of time at the end of the school day. There are books and board games, as well as, art and craft and sporting activities in the school playground.

During school holidays there is a more structured programme to include day trips and outings. We often visit the local parks, cinema, museum and bowling centres.

SNACKS

Light refreshments are available at the start of every CRASH session. Typical snack-time foods include toast, crumpets, French bread and waffles. An evening meal is not provided. CRASH can cater for any special dietary requirements and we will need to know if your child has any known food allergies. **During holidays your child will need to bring a packed lunch.**

ARRIVAL AND COLLECTION

During after school sessions your child will be collected from the school's small hall by the CRASH playworkers and taken to CRASH, which is based in the school canteen. We are happy to collect your child from their classroom during their first few sessions.

During holiday sessions you can enter the school playground via the green double gates on Woodville Road and take your child straight to the school canteen. There is a combination padlock on the gates during club hours. We will give you the numbers needed to open the padlock and access CRASH. The numbers must **only** be given to those people who you wish to collect your child. **PLEASE DO NOT GIVE THE CODE TO YOUR CHILD/REN.** This helps us to maintain the safety of all children at CRASH.

SIGNING THE REGISTER

It is important that the playworkers are aware when you are collecting your child. Therefore, you will need to sign our register before you leave with your child.

Please let us know as soon as possible if you are going to be late in collecting your child as this will allow us to tell your child and to avoid any unnecessary distress. CRASH closes at 6:00pm and a late fee of £5.00 per child will be charged for every 15 minutes over this time.

ADMINISTRATION OF MEDICATION

If, at any time, your child requires medication to be administered whilst attending Crash, parents **must** complete a Medicine Consent Form on arrival and sign an Administration of Medication form on collection of your child.

THE CRASH COMMITTEE

If you would like to become more involved in the management of CRASH, you are welcome to join our Committee. The Committee meets once a month (usually the first Tuesday in every month) to discuss issues and develop new ideas. Please speak to the Co-ordinator if you are interested.

CONTACTING THE CLUB

During Club hours the telephone number is **01473 213356**. There is an answer machine in operation to take any messages outside club hours. Our email address for general enquiries is **crash.afterschool@ntlworld.com**, however, please telephone us if you need to cancel any sessions. Please feel free to pop in to see CRASH in action and meet our playworkers and the children who already attend the Club. We will be happy to answer any questions you may have and provide you with more detailed information.