



St Mary and St Joseph's Catholic Primary School Early Bird and Late Owl Policy 2023-2024

St Mary and St Joseph's Catholic Primary School policies apply whilst children are attending Early Bird and Late Owls.

We provide care for children between the ages of 4 and 11.

St Mary and St Joseph's Early Birds and Late Owls is registered with Ofsted; our registration number is 140770.

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 8.00am-8.40 am
- The After School Club is open Monday-Friday from 3:15 pm – 6:00pm
- The Clubs are available for all children from Reception age to Year 6.
- The Clubs are located in the school hall. Parents/carers are asked to enter and collect their children via the community entrance.

Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities.

These include:

- Board games
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Comics or books

Craft, drawing, puzzles

- Or, at the request of parents/carers, be heard reading or getting help with homework.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Leader

After School Club

Children up to the end of Year 2 will be taken directly from their classrooms to the After School Club Leader by school staff. Children from Year 3 to Year 6 will make their way to the main school hall to be registered.

Following registration, any child attending a separate after-school club activity will join the other children attending the After School Club. At the end of the activity, they will be brought back to the After School Club. The children will be offered a light snack and drink on arrival. A light meal will be offered at 4.30pm if required. See Attached 2 week menu. Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Typical activities will include:

- Art and craft activities
- Sports activities and team games using the hall or playground
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games
- Help with homework, reading or other learning

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others in line with school expectations of Ready, Respectful and Safe behaviour. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates. ***The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.***

Bookings

In order to provide adequate staffing and catering, all places must be booked 48 hours in advance of the required date. St Mary and St Joseph's understand emergencies occur and unexpected childcare may be required. In these situations emergency bookings can be made, providing spaces are available. Emergency bookings can be made through the school office on 01929 462565.

Absences/Changes to Bookings

If a child is going to be absent from a session, parents must notify the Club in advance. Any changes to bookings should be discussed with the school office.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

Children can only be collected by an recognised adult. In the event of changes parents should inform the class teacher or school office who will

collect their child from the club. Failing this, parents will be contacted before the child can be released.

Fees

Early Birds 8-8.40 am	£4.50
Stay and Play until 4.15 pm	£4.00
Late Owls until 5.15 pm	£6.50
Late Owls until 6.00 pm	£8.50

Payments

Fees are payable on booking electronically online via Parentmail only.:

Emergency Evacuation/Closure Procedure

St Mary & St Joseph's Catholic Primary School will make every effort to keep Early Birds and Late Owls open, but in exceptional circumstances, we may need to close at short notice. The manager will contact parents to collect their children.

All children will be supervised until they are safely collected.

Light Evening Meal Menu

Week 1	
Monday	Soup
Tuesday	Pasta
Wednesday	Pizza
Thursday	Hot Dogs
Friday	Wraps
Week 2	
Monday	Beans on Toast
Tuesday	Pasta
Wednesday	Pizza
Thursday	Beef Burger
Friday	Wraps