



Welcome to St Georges After School Provision (ASP)

ASP is based in the preschool unit. Children will have access to the school grounds under supervision.

ASP currently runs on a Tuesday, Wednesday, Thursday. (3.15pm – 5pm) We collect from your child's class at 3.15pm or from any school club they attend at 4.15pm.

Each session will be £10 and needs to be booked and paid for in advance.

To discuss further or book your child in please contact Katharine Stanley on 07745226390 or email afterschool.stgeorges@outlook.com

Pledge to Parents/Carers:

We aim to provide a safe, secure and relaxed environment; offering a range of activities to reflect the interests of the children in our care. We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work or have a chat
- Keep you informed of opening times, fees and charges, activities and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.
- Have a designated closed, parent Facebook page for you to see what we are getting up to.

There will always be a selection of activities and resources available, and, within reason, the children are free to choose activities and resources as they wish.

ASP will provide a drink and snack. The children will be involved in making and preparing their own tea snack (pizza, bagels, wraps, etc) Fresh fruit/vegetables will be available for snacks and drinking water is available at all times. We will meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting and the food served will meet the statutory Schools Food Standards. The preschool team hold a 5 star rating with environmental health.

Access:

Parents are asked to collect their children from the preschool unit at your agreed collection times (4.15pm or 5pm) Should you be running late for collection, then please phone the ASP mobile 07745 226390 to update the team.

Staffing:

Your current team will be – Katharine Stanley, Charlie Phillips, Georgina Skeet, Joanne Brooks. All our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked, are minimum level 3 qualified and hold current paediatric first aid qualification's. (Your children are in safe hands!) If you have a query or concern at any time, please speak to a member of staff when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact Katharine Stanley – 07745226390 or email - afterschool.stgeorges@outlook.com

Terms and Conditions**Admission:**

Admission to the Club is managed by the ASP Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a completed Registration Form for each child and a signed Parent/Carer Contract before they can attend the club. We will also require relevant medical information and the contact details of other adults we can contact in an emergency. It is important that you keep ASP independently advised of any changes to your child's medical, personal or contact details. This information will be confidential and will be stored appropriately.

Once a booking has been made it will continue until we receive four weeks' notice that the place is no longer required.

Payment of fees:

The fees are £10 per child per session. There is no reduction in fees if a child is collected before 5pm.

Fees are payable termly in advance by online bank transfer or cash. Payment must be received by the start of each term. Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence to Katharine.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick or on holiday and regardless of the amount of notice given. We will not be open on Bank Holidays, School Holidays or Staff inset days.