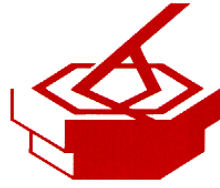


**Balsall Common Primary School Academy**



# **DRAGONS**

**Before and After School Club**

**Balsall Common Primary School Academy**

# **DRAGONS ACTIVITY CLUB BEFORE & AFTER-SCHOOL SESSIONS**

Our aim is to provide a safe and fun environment for your children before and after school and during school holidays.

## **CONTACTS**

**Manager:** Lindsey Lisseman  
**Deputy Manager:** Dawn Lewis

**Contact e-mail:** [dragons@balsall-common.solihull.sch.uk](mailto:dragons@balsall-common.solihull.sch.uk)

**Dragons' Studio Phone** 01676 532254 ext.258

(Only manned during Dragons' sessions)

## **TERM TIME SESSIONS**

Morning sessions: from 7:30am.

Afternoon sessions: The club closes at 6:00pm

# BOOKINGS AND PAYMENT

## Session Prices

Activity	Price
Breakfast Club (7:30am)	£7
After School (3:15 - 6:00pm)	£12
Short After School (3:15 - 4:30pm)	£5
Cold Meal (served at 4:30pm)	£2.65
Late Collection Charge*	£12
Late Payment Charge**	£15

\*can be applied to any account when parents are more than 1 minute late and is addition to the normal club cost.

\*\* please see late payment policy

## Booking

Dragons runs for children from Year 1 upwards.

The booking system we use is iPal. There is a link on the school website under 'Before and After School Club'. You must be registered on the system with all sections completed in order for us to care for your child. We cannot accept children who are not registered as we need access to medical, dietary and contact information from the Studio.

The cut off time for booking meals is 8.45 at the start of the day that the meal is required. This is due to constraints with the kitchen; if a meal has not been booked by then, we will be unable to provide

your child with a meal that evening. You may, alternatively, wish to send your child to Dragons with a packed tea.

Bookings for sessions and services are made monthly in advance on iPal eg for "Sept '20" and "Sept Hot Meals '20". We are unable to make any changes to your booking without **1 month's notice**. It is therefore very important that you are certain of the sessions you require at the time of booking as these are the sessions that you will be invoiced for and we are not able to issue any refunds.

## **Payment**

Payment of fees is required in advance and should be made through iPal and/or childcare vouchers and/or the government tax free scheme. All additional charges such as late pick up will be require payment on the day incurred.

If fees are not paid by this time an email will be sent requesting payment (see Late Payment Policy). Your statement is visible from your iPal account and updates in real time when you book extra sessions or make payments.

## **Cancellation, Absence and Change**

All booked sessions and services must be paid for in full, regardless of attendance. All extra sessions booked, but not attended must also be paid for in full. When the school is closed due to unforeseen circumstances, then no fees are due.

Should you wish to withdraw your child from attending Dragons, you must give one month's notice.

It is vital that you let the Dragons' Manager or Deputy Manager know in advance if your child will be absent from the club. Please email [dragons@balsall-common.solihull.sch.uk](mailto:dragons@balsall-common.solihull.sch.uk) or call 07496 014 482, and leave a message if no-one is available to answer.

Please also advise Dragons if your child will be attending a school trip or club which a change to their usual routine.

## **Sibling Discount**

When two or more siblings are booked into the same session then there is a 10% discount applied to the second sibling portion of the childcare. The discount does not apply to hot meals.

## **Additional Fees**

We operate a strict 6:00pm collection policy; any children collected after this time will have a late pickup charge of £12 applied. This charge can be applied if parents are more than 1 minute late according to the school clock. We are not able to care for children after 6pm, so please be sure to collect on time. Our staff members also have families and are only able to look after your children until 6:00pm. If there is an instance of excessively late collection, then you will have additional overtime staffing costs applied as well as a 'late pick up charge'.

## Childcare Vouchers

The list of companies we are registered with and account numbers are below. If the company you use for childcare vouchers is not on this list, please contact Dragons and an account will be set up with them. In order to track payments, we need you to provide a payment reference which should be your 'child's name' and 'Dragons'.

Co-op	85108490
Computershare	0019511388
Care4	05330792
Edenred	P20975626
Fideliti	MAG048C
Faircare	BALS0514
Gemelli	BA1750
PES	02856
Sodexo	832438

If required, our Ofsted number is: 138536

## Late Payment Policy

In the event that payments are not received by the due date we will engage in the following procedure:

- Stage One - a reminder will be sent asking for payment within 7 days
- Stage Two - If payment is not received a warning letter will be issued asking for payment within 7 days. A £15.00 administration fee will be added to the total amount.

- Stage three - If payment is not received within 7 days of the warning letter the child(ren's) place(s) may be withdrawn and the outstanding debt (plus 10%) will be referred to a debt collection agency.
- Stage four - If full payment has not been received a letter will be sent advising that court action is being taken in compliance with the Practice Direction on Pre-Action Conduct.

Any parent/carer who experiences difficulty in paying invoices should contact the Administrator for Dragons do discuss the situation in confidence.

If a payment plan has been approved and this plan is not then adhered to, future bookings may be cancelled and the debt will be referred to Governors and follow stage 4 of the Late Payment Policy (as above). No further childcare bookings will be taken until full payment is received. Approval must be obtained from the Governors before childcare services are reinstated.

## **BEFORE SCHOOL CLUB INFORMATION**

### **Breakfast**

We start accepting children from 7:30am and we offer a nutritional breakfast including a bowl of low sugar cereal such as Cornflakes, Weetabix, Rice Krispies etc. with semi skimmed milk. We also offer 50/50 toast with a low fat spread, fruit and a glass of fruit juice. During colder parts of the year we also cook porridge which we can mix fruit or honey into.

During the Breakfast Club we encourage calmer activities such as drawing and colouring, building blocks, Lego and reading. We stop serving breakfast at 8.20am and finish the session with a game or dancing before children collect bags and coats ready for school.

At the end of the morning session KS2 (Junior) children can then go on to the playground and play with their friends until the bell goes for registration. KS1 (Infant) children are walked through school and released to their classrooms to ensure they get there safely.



# **AFTER-SCHOOL CLUB INFORMATION**

## **Organisation**

Junior children come straight to Dragons from their class rooms, they register and, if the weather permits, he/she can go straight outside on to the playground to play. During the winter months, children are encouraged to wrap up with coats and gloves and in summer months they are encouraged to use sun cream (please supply) or wear caps. Due to other children using the school equipment at this time, 'hi-vis' jackets are worn to keep count of children under the care of Dragons.

Infant children are collected from their classrooms by a Teaching Assistant and when everyone has been registered, and had a snack, children are given the opportunity to go outside and play.

At 4:20pm children wash their hands and get ready for tea.

Children who stay for dinner will be offered homework support after their meal; a dedicated member of staff is available in a quieter area for this activity, which is also suitable for reading. If children do not have homework, or do not wish to do it at this time, then a selection of games will be made available.

## **Short Sessions**

Not all parents require childcare until 6pm. In order to provide a flexible service, we offer after school sessions until 4:30pm. These sessions are charged at £5, but we strictly adhere to the 4:30pm

pick-up; any children collected late will have a late pickup charge applied to their account (see ADDITIONAL FEES). Parents are encouraged to book a full session if they are not able to collect before 4:30pm.

## **Activities**

We aim to offer a variety of activities suitable for the age ranges of children.

Art and Crafts, indoor games, board games, outdoor games and cookery are all available. Some activities will be based on a theme such as Christmas, Easter, seasonal craft etc.

We are able to use all of the school's facilities such as the play equipment of the KS2 playground and the sports equipment such as footballs and tennis rackets etc. Children wishing to use equipment outside can do so as long as they take good care of it.

## **Behaviour**

Although Dragons runs outside of school time, there is an expectation that children will behave to a certain standard. Being polite, sharing and being considerate of others is how the club is able to run harmoniously. Good behaviour is rewarded with Dragon Points, which can be cashed in for rewards and activities. Unwanted behaviour is discussed with children and, if it persists, they are reminded about why they should stop their behaviour; a third warning results in Time Out, which involves sitting separately from the activities and being given time to reflect on their behaviour and apologise, if appropriate.

Occasionally, if behaviour is severe, teachers and senior leadership will be consulted. Full details about Dragons rewards and sanctions can be found in Dragons Behaviour Policy.

## FEEDBACK

We try to consult parents as often as we can about what we are doing well and what we can do better. We try, where practical, to make changes and take on-board your feedback such as with the breakfast choices reflecting parents' wishes for us to offer healthy options.

## MEDICATION

Dragons' staff may administer medicine (eg. antibiotics) to your child, when it has been prescribed by a GP and only when a "Permission to Administer Medicines" form has been completed by a parent/carer. Staff may refuse to administer non-prescribed medicines due to potential allergies. Forms are available from the school office or may be downloaded from the school website. Medicine should be sent in clearly named and with clear instructions. Staff will make every effort to give a child their medication, but the ultimate responsibility lies with parents. Children who have had medicine stored in the school office during the day, must hand it over to a member of Dragons' staff, for the duration of the session.

If your child requires use of an inhaler or Epipen, these should be supplied to Dragons, separate to those held within school. Please

ensure the EpiPen and/or inhaler is named with instructions on frequency of use (in the case of the inhaler). It is parents' responsibility to ensure medication is in date.

And..... please remember that, due to a high number of children with allergies, the school and Dragons operate a strict....

**NO NUTS and NO KIWI FRUIT policy!!**

Thank you for adhering to this rule, to keep our children safe.

## **FURTHER INFORMATION**

Dragons' staff are subject to the same expectation of high standards and conduct as all other school employees and are accountable, ultimately, to the Headteacher. All policies currently in force for the school will be in force for the Dragons' provision and can be found on the school's website.

## **HOLIDAY CLUB AND INSET DAYS**

Dragons also offer School Holiday and Inset Day activities please see our other information booklet for details.

