



St Mary's Family Centre

After School Club

St Mary's Family Centre seeks to work in the spirit of partnership with all families, in providing high quality Care and Education programmes for children.

Our After School Club seeks to support children between the ages of three and eleven years, after school, term time and in a safe and stimulating environment while their parents work or study.

Our After School Club is registered with the London Borough of Croydon's Education Department and is inspected by Ofsted, the Government Office for Standards in Education. Their requirements are our minimum standards.

SAINT MARY'S FAMILY CENTRE

AFTER SCHOOL CLUB - FEES

- The cost per day is £9.00 (£10.00 for "Spot Purchase")
- A £20 registration fee is charged to cover our administration costs. This payment should be sent in with your completed referral form (cheques payable to Saint Mary's Family Centre).
- A £50 deposit will be required for each child attending After School Club. This payment should be sent with your completed induction pack once your child has been allocated a place. This deposit will be refunded when your child leaves After School Club provided that all fees have been fully paid.
- Fees are charged a half term at a time. Invoices will be sent out in August and October for the Autumn Term, December and February for the Spring Term and March/April and May for the Summer Term.
- Payment is due in full on or before the first day of term and on or before the first day after half term.
- If payment has not been received before the start of each half term, your child will not be admitted to After School Club until payment has been received or you have made telephone contact with us. If payment is not received after the first week of each half term, your child's place will be allocated to a child on our waiting list.
- A half term's (i.e. 6 weeks) written notice is required if you wish to terminate your child's place at After School Club.
- A half term's (i.e. 6 weeks) written notice is required if you wish to alter the days on which your child attends After School Club.

If you have any queries regarding your invoice, please contact the Accounts Department of Saint Mary's Family Centre on 07864 908731.

Saint Mary's Family Centre is a voluntary organisation based on the site of Virgo Fidelis Convent and is a separate organisation from Virgo Fidelis Prep School. Therefore, if you have any queries regarding the After School Club, please contact Saint Mary's Family Centre staff

Opening Times

The St Mary's After School Club opening hours are 3.15 p.m. – 6.15 p.m.

Our After School Service

On completion of your referral form and confirmed admission date we will:

- Collect your child from the schools designated collection point and escort them on foot to the After School Club for registration.
- Provide an opportunity for settling in and to discuss the day's events.
- Provide a light snack and drink daily – a weekly menu is displayed on the After School Club's Notice Board
- In conjunction with a play worker your child will have the opportunity to plan their time in regard to that afternoon's After School programme.
- Provide a wide range of materials to encompass a broad curriculum.
- Encourage your child to be part of the overall planning of the activities and decision making in managing their time.
- Supervise and support optional homework commitments.
- Provide access to the computer
- Provide extra curricular activities, including access to the gymnasium, tennis courts, drama, music and movement.
- Provide a quiet area.
- Provide a setting that meets the intellectual, emotional and social needs of children aged 3 – 11 years.
- Welcome you at all times to discuss our work, to share your child's achievements and progress.
- Staff will give regular feedback to parents and parents will have access to a 'Parents' Suggestion Box'
- Be consistent and reliable to enable you to have peace of mind

Collection of Children

Children will only be permitted to leave After School Club with the authorised adult aged 16 years and over and known to the child.

Alternative prior arrangements should be made in advance with the Lead Worker at the After School Club.

All authorised persons collecting children will be asked to sign out, indicating the child has left for the day.

The Curriculum

We actively seek to provide a strong curriculum based on active learning experiences while enabling children to be part of their own decision making and problem solving processes.

Criteria for Referral

Children aged 3-11 years in full time education

Children attending Virgo Fidelis Preparatory School.

Children considered to have Special Needs will be supported and steps will be taken to promote their welfare and development.

Siblings attending the Club.

Children next on waiting list.

Children whose parents are working or in full time study.

Equal Opportunities

St Mary's Family Centre is committed to Equal Opportunities. A copy of our policy is given to all parents at admission. Our policy aims to challenge discrimination in all areas of our organisation.

Late Collection

Parents who arrive later than 6.15 p.m. will be issued with a late penalty charge. If you arrive late to collect your child, you will be charged a penalty charge of £5.00. Should you arrive more than 10 minutes late to collect your child, you will be charged an additional £5.00 for every 10 minutes late. Persistent lateness may result in loss of placement.

Absence

It is with regret that full fees remain payable in the event of your child's absence or sickness. Please inform the Centre as well as the child's school if your child is going to be absent. All children will be collected from school if parents have not informed the After School Club in advance.

Complaints

We aim to deliver a high quality service, if for any reason you should have reason to complain please see the Lead Worker in the first instance. A complaints procedure is in operation throughout the Family Centre for all users.

Accidents

A qualified First Aider will be in attendance at the After School Club in the event of your child having an accident or sustaining an injury.

Health & Safety

A copy of our Health & Safety Policy is available to all parents. In this St Mary's commits to maintaining high standards in routine and statutory Health and Safety inspections.

Duty to Protect

St Mary's considers the needs and welfare of children to be paramount (Children Act 1989) and in this are legally required to inform Social Services in the event of suspected Child Abuse. In the first instance this would be discussed with parents.

Further policies available in Parents Handbook

- Special Needs
- Celebration of Festivals
- Fees
- Complaints Procedure
- Working with Children
- Rule and Guidelines for Centre Users
- Appeals

St Mary's After School Club is registered by Ofsted.

The OFSTED Number is: **125042**

AFTER SCHOOL CLUB STAFF TEAM		
Name	Job Title	Qualifications
Amy Canavan	Lead After School Club Worker	Management Level 4 Childhood Learning and Development Level 3 Level 2 Food Safety Paediatric First Aid
Lisette Gonzales	After School Club Assistant	Level 2 Food Safety Paediatric First Aid
Kimone Evans	After School Club Assistant	Level 3 Childhood Studies



SAINT MARY'S FAMILY CENTRE

AFTER SCHOOL CLUB REFERRAL FORM

Child's Name:			
Date of Birth:			
Class:		Gender: Male / Female	
Parent 1:			
Contact Phone Numbers	Home		
	Office		
	Mobile		
Parent 2:			
Contact Phone Numbers	Home		
	Office		
	Mobile		
Family Home Address:			
E-mail address for sending invoices:			

Reason for your child's referral to After School Club:	
Special Dietary Requirements	

My/Our requirements for After School Club Sessions are (Please tick as required)			
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Monday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		

Please include with your referral any further information concerning your child's needs, including any Special Needs.

	<input checked="" type="checkbox"/>
I enclose £20.00 registration fee (cheques payable to Saint Mary's Family Centre)	

Signed:	
Please Print Name:	
Relationship to Child:	
Date:	

Thank you.
Please return this form with your £20 registration fee to
St Mary's Family Centre, 147 Central Hill, Upper Norwood, London, SE19 1RS