CDAT
Chester Diocesan Academies Trust

St Matthew's C E Primary Breakfast Club & Rainbow Club

2024/25

Here at St Matthew's, we provided a Breakfast & After School Club for working parents with children aged between 4 to 11 years.

OUR STAFF

This provision is managed by the school and all the staff running the provision are familiar to the children as they work in a number of other roles during the school day. All staff have received food hygiene training.

Breakfast club

Nicola Brown
Nicola Hutchinson
Karen Beard

Rainbow club

Nicola Brown, Rainbow club supervisor
Gail Harper, Rainbow club assistant

OPENING HOURS

Breakfast club

Breakfast club is open every school morning from 7.45am and takes place in the school hall. It is accessed using the gate to rear of the hall. Children are provided with a wide choice of healthy breakfasts. Breakfast service ends at 8.30am so please arrive before this time to ensure your child can enjoy a nutritious breakfast.

Rainbow club

The Rainbow club is open every school day until 5.30pm and takes place in the Rainbow room which is located adjacent to the KS1 playground. There will be three tiered available sessions to meet parents' needs.

The children will be collected from their classrooms by a member of staff. Any children attending extracurricular activities after school will be taken to the Rainbow club by the club leader when the activity has finished.

Children will be provided with a healthy and nutritious snack with a variety of options throughout the week.

SESSIONS AND PRICES

We are using School Spider as our online booking system. School Spider allows you to book and cancel your child's breakfast club place by 7.45am on the day the session is required or Rainbow club place by 3pm on the day the session is required.

Bookings can be made daily or weekly in advance.

Under bookings and payments, you will see the following options:

Breakfast club: 7.45am to 8.45am   £2.00

Rainbow club: 3.20pm to 4.30pm   £5.00

Rainbow club: 3.20pm to 5.30pm   £9.00

Rainbow club: 4.30pm to 5.30pm   £5.00
(following an extra-curricular club)

PLACES ARE LIMITED IN BOTH CLUBS AND ALL SESSIONS <u>MUST BE BOOKED</u> AND PAID FOR IN ADVANCE

Breakfast club drop off point

Please bring your children to the external hall door which is accessed using the gate to the rear of the hall

Rainbow club collection procedure

Please collect your child from the entrance to the KS1 playground on Bulkley Street. Press the doorbell which is located on the inside of the fence and a member of staff will come to the gate with your child where you will be expected to sign them out.

Each child **MUST** be collected from the club by a parent, or a person authorised by the parent/carer on the registration form. If someone else comes to collect your child, parents must send in written permission in advance otherwise they will not be allowed to leave with them. We must have a password for all children.

The signing out register must be signed when a child is collected from the club and the time will be noted.

If you no longer need a session, please ensure that you cancel it. If a child is booked into a session and fails to arrive, checks WILL be made with the parents/carers to locate where the child is.

TERMS AND CONDITIONS

By booking your child into the breakfast or Rainbow clubs you agree to the following:

1. Fees for both clubs are payable at the time of booking. Payment is by card using the School Spider App.
2. It is the responsibility of the parent/carer to cancel the booking if the child will not be attending. This includes if you're your child is off ill or on a school event. If the place is not cancelled you will not be refunded for the place.
3. Cancellations for breakfast club must be made by 7.45am and Rainbow club by 3pm on the day the session is required via School Spider or by emailing wraparound@cdatstmatthewsprimary.co.uk
4. No refunds will be issued if your child does not attend, and you have not cancelled the session as this has withdrawn a place from another child.
5. Only authorised collectors may collect your child from the Rainbow club. Please contact the club via email wraparound@cdatstmatthewsprimary.co.uk if you would like another person to collect your child. A password will be required.
6. Prior to commencing Rainbow club, you must complete and return the registration form to ensure that we hold the correct emergency contacts, medical/dietary and authorised collector details.
7. We do not accept pupils on a "drop in basis" due to safeguarding and staff ratios; all bookings must be pre-booked.

RAINBOW CLUB LATE COLLECTION POLICY

3.20pm – 4.30pm session

You must collect your child by the session end time. If you are booked on the 3.20 – 4.30pm session and collection is not made by 4.30pm we will invoice you for the full session until 5.30pm. Payment of the late collection fee £4.00 must be made within 7 days or you will not be able to book further sessions.

3.20pm to 5.30pm session

If you do not collect your child on or before 5.30pm, a late collection fee will be invoiced of £10 per 15 minutes. For safeguarding reasons staff must stay on site until the child is collected, incurring additional costs to the club.

Payment of the late collection fee must be made within 7 days or you will be unable to book further sessions.

Registration Form

Please complete this for if you would like to register your child to attend the Rainbow club at St Matthew's.

One form should be completed per child and will be checked and updated annually.

CHILD DETAILS

Name of child ………………………………………………….. **Year** ……………….…………

Home address …………………………………………………………………………………………

………

Dietary requirements ………………………………………………………………………………..

Medical conditions …………………………………………………………………………………..

Allergies ………………………………………………………………………………………………

Additional needs/SEND ……………………………………………………………………………

PARENT/CARER CONTACT DETAILS

Name ……………………………………………… **Relationship to child** ………………………….

Primary contact tel no ……………………… **Secondary contact tel no**……………..……………

Name ……………………………………………… **Relationship to child** ………………………….

Primary contact tel no ……………………… **Secondary contact tel no**……………..……………

OTHER AUTHORISED COLLECTORS

Name ……………………………………………… **Relationship to child** ..………………………….

Name ……………………………………………… **Relationship to child** ……………………………

Password ………………………………………… *(children will not be released to the authorised collector if they do not have this password)*

I have read and understood the Terms and Conditions and booking criteria:

Signed ………………………………… **Name** ……………………………….. **Date** ………………

5