



# **Sunset After School Club**

## **Information Booklet**

[sunset@stannes-chertsey.surrey.sch.uk](mailto:sunset@stannes-chertsey.surrey.sch.uk)

**07786 533 192**

## **ABOUT SUNSET**

At Sunset we aim to provide high quality wraparound care in a safe, secure and relaxed environment for the children of St Anne's. We aim to work with parents/carers to support their child's needs and well-being and to encourage their development through their interests and activities.

## **PROVISION**

Open from 3.05pm – 6.00pm every day of term offering a happy and safe place to relax at the end of the school day. Currently in-service, polling days and end of term days are excluded, however, in the future the Club may operate on some or all of these days. If this is the case this will be communicated to parents in advance so they may book.

## **ADMISSION**

Admission to Sunset is for children at St Anne's from 4 to 11 years old. We require a completed set of registration forms for each child before they can attend the club. Forms can be downloaded from the school website or from the school office and can be returned electronically or by hand. This information will be treated as confidential and will be stored appropriately. Once registration forms have been completed parents will be notified if a space is available on the days required. If places are not available we use a waiting list system which works 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.

Parents must complete a registration form with relevant telephone numbers and email addresses along with important information regarding allergies, dietary requirements and regular medication needs.

Emergency contact details must be kept up to date at all times and it is the responsibility of the parent/carer to notify the club of any changes as soon as possible.

## **STAFF**

All our staff share in St Anne's commitment to safeguarding and promoting the welfare of children. All our members of staff have the appropriate experience, skills and ability to work with children and undertake professional development training. All staff members are DBS checked in line with the school's recruitment policy.

Sunset maintains the ratio of adults to children that is set through the Welfare Requirements and every child has a personal key adult who makes sure they are cared for and supported. We also have volunteer helpers where possible to complement these ratios which gives us greater flexibility to spend valuable time with the children.

If you need to contact the Sunset Manager please call or email, contact details are on the front of this booklet.

## **SESSIONS**

We offer a range of activities to reflect the interests of the children in our care. Children can choose from a wide selection of activities and resources available including board games, construction toys, crafts, cookery and reading. Children can play both inside and out with full adult supervision.

## **SNACKS**

A snack will be provided for your child during their time at Sunset. We offer a sample menu that includes a variety of options served alongside fresh fruit and vegetables. If you prefer, you are welcome to provide your own snack from home.

Please note that the snack is included as part of the overall provision and does not affect the cost of the session, regardless of whether it is taken.

We take dietary needs seriously and ensure all staff are fully informed of any children with allergies or intolerances.

## **COLLECTION**

At the end of the school day, children will be collected and taken to the Sunset room. We expect the children to normally be collected by the people named on the registration form. The staff should be notified as soon as possible if a different person is to collect a child on a particular day and a password given. Parents can ring Sunset directly or email for last minute changes. Children will not be released into the care of a person unknown to us without parental/carer authorisation.

The club finishes at 6.00pm and it is the parents/carers responsibility to ensure their child is collected promptly. If unavoidably delayed the club must be made aware. A late collection fee of £15 per 15 minutes will be charged for late collection and could result in the cancellation of your child's place.

## **FEES**

The fees are payable half termly in advance via ScoPay. Please contact us if you are unable to make half termly payments and we can talk about other payment options. Childcare vouchers are accepted, please note any payments via Childcare vouchers here -

<https://forms.office.com/e/UCYYjsRU8H>

Fees must still be paid if your child is absent with or without notice for a short period of time. If your child will be absent over a long period of time, please discuss with the manager. Should you wish to cancel your place with the setting you will need to do so in writing, giving at least one month's notice.

No invoices will be sent out. The termly charges will be put on ScoPay and payments must be made against this balance. If you pay via Childcare Vouchers, we will manually update ScoPay to reflect these payments and show your correct balance. Sunset Club reserves the right to retract the offer of a place (without notice) if fees are not paid as agreed.

## **MEDICATION**

Please let the club know if a child is taking prescribed medicines or has a medical condition. If a child needs to take medication whilst at the club a permission to administer medication form must be completed in advance.

## **ILLNESS, ACCIDENTS & FIRST AID**

If a child becomes unwell whilst at the club we will contact the parent/carer and ask them to make arrangements for them to be collected as soon as possible.

Every precaution is taken to ensure the safety of the children at all times. Staff are trained in first aid. In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.

## **SCHOOL CLOSURE**

Should there be any reason to Sunset to close parents should first check the school's website where a message will be on the home page. If a decision has been made to close St Anne's then Sunset will also be closed. Under these circumstances, a refund will be issued in the form of a credit for the next terms fees.

## **SAFEGUARDING**

Sunset is committed to safeguarding and promoting the welfare of children. We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately addressed. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

## **EQUAL OPPORTUNITIES**

Sunset provides a safe and caring environment, free from discrimination, for everyone at St Anne's including children with additional needs. We respect differing racial origins, religions, cultures and languages in our multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices. We will not tolerate any form of racial harassment.

## **PLEDGE TO PARENTS**

We value our relationship with parents/carers and are committed to working in partnership to provide high quality play and care for our children.

We aim to keep parents/carers informed, consulted and involved at all levels. We offer a service to parents that promotes equality, diversity and peace of mind.

All our staff have an open and friendly approach and are happy to listen to the views and concerns of our parents/carers to ensure that we continue to meet their needs.

## **POLICY**

For the purposes of compliance with legislation Sunset After School Club forms part of St Anne's RC Primary School and will follow all school's policies and procedures. Please refer to the school's Breakfast Club and After School Club Policy.

With Christ at the centre of our lives, we live out our call to serve the young;

*'It is not enough to love children, they must know they are loved' St John Bosco*

