



St Francis C of E Primary
School and Nursery



Fledglings

Before and After School Club

Information Pack and
Membership Form





Introduction to Fledglings

Welcome to Fledglings: our before and after school club. Fledglings' is located in the school hall, but we have the opportunity to enjoy our wonderful school grounds in which to play and explore when the weather is dry.

At Fledglings we aim to provide quality care in a safe, fun and stimulating environment, which enables each child to develop in confidence and independence. All of those involved in the running of the club work hard to ensure that all children are treated fairly and positively; and are valued as individuals.

We believe that we provide a place of varied opportunity that will satisfy the developing needs of the child throughout their stay in a Fledglings session. For example, stimulation, play, rest, quiet, opportunity to just sit and chat, read or be peaceful. We as professionals are sensitive to recognise and cater for that variety.

The club is committed to promoting opportunities for all children and their families and will work closely with parents as partners. We strive to nurture good relationships with our families, being sensitive to their requirements and ensuring that we greet them – and leave them, feeling welcome, and happy in the knowledge that their child is in safe hands and happy to be there.

We foster good relationships with our children so they feel respected as individuals, and so that they enjoy, and feel welcome in the out of school 'club' environment. This ensures that the ethos of St Francis School is extended beyond the normal hours of the school day.



Fledglings Before and After School Club

Parent and Club Agreement

Fledglings Before and After School Club will endeavour to:

- Give you 24 hours' notice when possible if the service cannot be supplied or needs to move to another site.
- Provide a high standard of stimulating, appropriate and varied play opportunities for your child.
- Ensure that your child remains under the care and supervision of Fledglings staff until collected by you; or the designated adult previously agreed with you.
- Contact you to inform you if your child has had an accident or becomes ill while attending Fledglings.
- Offer all children toast or cereal, and a drink during the morning session.
- Provide a light snack and drink for your child during the afternoon session (this is not an evening meal and your child will probably need to eat again once taken home).
- At the end of the school day your child's class teacher will take the younger children to the school hall. The older children will make their own way to the Hall where they will be met by a member of Fledglings staff.
- Ensure that all members of Fledglings staff follow the schools behaviour policy and model the High 5 Values. They all have high expectations of behaviour from the children. The Fledglings zone board will be used to reward children who show our High 5 Values, and to sanction poor behaviour.
- Staff will deal with challenges or issues that arise concerning the wellbeing of children in their care. They will consult with parents and the Designated Senior Leader in school as appropriate.
- Contact you in the event that your child is not collected as agreed:
 - If your child is not collected by 6.00 pm the Fledglings staff will use the emergency contact numbers provided to contact you, and a fine of £10 (per child) will occur, this will be increased to £20 (per child) after 6.15 pm. The fine will be added to your TUCASI account.
 - If your child is not collected by the designated time the charge for the next session will be added to your TUCASI account.

You can contact Fledglings on our designated phone number: **07496 711849** between the hours of 4pm and 6pm.

Fledglings Before and After School Club

Parent and Club Agreement

You the parent/carer will:

- Take such steps as necessary to comply with club obligations.
- Book and pay for the sessions you require in advance using the TUCASI online booking service. Log in details will be provided when you register with Fledglings.
- Childcare Vouchers must be paid to school in advance of booking sessions. The Office should be advised when childcare voucher payments are made.
- Ensure that 48 hours' notice is given for changes to sessions that are already booked in, unless in the event of absence from school due to illness. In the case of illness, or notice given of cancellation of a booked session, your account will be credited. The club does not refund for booked sessions that have not been cancelled with 48 hours' notice.
- Pay fines that will be incurred through the late collection of children after 6 pm. A £10 fine (per child) will be incurred if a child is collected after 6 pm, this will increase to £20 (per child) for collection after 6.15 pm. Fines will be added to your TUCASI account. In the event of late collection occurring on more than 3 occasions in one term, the Head Teacher will be involved.
- Notify Office staff of any changes to contact detail or changes to any medical/dietary information that may impact on the child while at Fledglings.
- Notify Fledglings staff promptly of any changes to collection arrangements: if the person collecting is not named on the contact form. In this case the person collecting your child/children will be expected to know the family password.
- Help us to safeguard all of the children by bringing your child to the school hall and signing them in; and when collecting your child at the end of the day signing them out.
- Treat our members of staff respectfully at all times.
- You can contact Fledglings on our designated phone number: **07496 711849** during the hours of 4pm and 6pm.

Child/children's name

Parent/Carers signature..... Date

Fledglings Coordinators signature..... Date.....

Fledglings Before and After School Club

Fees and Membership

Membership forms are available from the school office, or downloaded from the school website.

Whether you would like your child to attend the Fledglings Before and After School Club regularly, or on an occasional basis you must enrol your child by completing the attached Membership Form and returning it to the school office. The form will be kept on record for emergency purposes.

Bookings can only be made once the Membership form has been completed.

You will receive your TUCASI log in details as soon as your child/children are registered.

	Session Times	Charges
Session A	7.45 am to 9.00 am	£4.50
Session B	3.30 pm to 4.30 pm	£4.50
Session C	3.30 pm to 5.00 pm	£6.00
Session D	3.30 pm to 5.30 pm	£8.00
Session E	3.30 pm to 6.00 pm	£9.00

The Governing Body of St Francis Church of England Primary School will review the charges for Fledglings on an annual basis; and are responsible for implementing any changes to the charges.



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Membership Form

Child/children's Name/s	Class	Date of Birth

Parent's/Carer's Name (s)

Parent's/Carer's Address

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Doctor's Name.....

Doctors telephone number.....

Family Password.....

Emergency Contacts:

Name	Telephone number	Relationship to child
1.	Work: Home: Mobile:	
2.	Work: Home: Mobile:	
3.	Work: Home: Mobile:	
4.	Work: Home: Mobile:	

Has your child/children any medical condition, allergy etc. that we need to be aware of?
Yes / No

Please give details:

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Signed..... Parent/Carer

Date.....

Emergency Consent Form

For use in the event of an emergency:

Please sign this form stating whether you do, or do not give your consent for Fledglings staff to seek emergency medical advice/treatment for your child/children.

Emergency Medical Advice Consent

Child's NameD.O.B.....

Child's NameD.O.B.....

Child's NameD.O.B.....

Child's NameD.O.B.....

I do/do not give consent for Fledglings staff to seek emergency medical advice/treatment for my child.

Signed..... (Parent/Carer) Date