



Godstone Village School

SWANS Breakfast & After School Club

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2016-2017

The mission of the after school Club is to provide a safe and stimulating environment, where the children have the opportunity to learn and develop social, physical and intellectual skills.

SWANS Staff

Joint Club Supervisors:

Sam Brown & Clare Jones

Play workers: Rose Tullett, Karen Eekelschet
Zoe Webber & Heather Dinnage.

The club supervisors are both NVQ3 qualified and are both Teaching Assistants within the school. All staff are qualified First Aiders and regularly attend relevant training courses.

Information

SWANS is open to all children within Godstone and surrounding areas, who are four years of age, if attending full time education, up to the age of 12. The maximum number of children the club can cater for is twenty-four, with a staffing ratio of one adult to every eight children. The breakfast Club is open every morning from 7.30am to 8.50am, which includes breakfast.

The afternoon club is open from 3.20pm to 6.00pm, during school term times. For the after school club, each class teacher is given a list at the beginning of the week advising them which child is attending the club each day. At the end of the day the children meet the play workers in the hall.

At the end of SWANS club, children must be collected on time, by a named person and signed for.

Registration & Fees

Every parent who wishes their child/children to attend SWANS Club **must** complete a registration form for each child. There is a one off registration fee of £15.00 which is payable before your child attends SWANS club.

Breakfast Club is £8.00 from 7.30am until 8.40am or £4.75 from 8am until 8.40am.

After school club is £9.50 per child with 1 free session for every 25 paid for sessions.

An invoice is produced at the end of each month, covering the sessions which have been taken. Payment is expected within a week of receipt of the invoice. Fees can be paid by cheque, cash or child care vouchers.

If a child has a place booked for after school, and will not be able to attend due to sickness, the parent must inform the school office or the Swans mobile before 11.00am, and there will be no charge for that day. One week's notice is required for all other cancellations.

No child will be allowed to leave unaccompanied for any reason.

We do not offer a service beyond 6pm, so every child should be collected by that time. If you are late to pick up your child for any reason there will be a charge of £10.00 for the first 20 minutes and increasing by £5.00 every 10 minutes after that. If in case of emergency you are running late, can you please phone the number on the front of this booklet. The school phone number comes over to us after 3.30pm so you should get through and our mobile is available during Swans hours.

SWANS Afternoon

We try to vary the activities every day depending on what the children want to do. This includes outdoor activities, art and craft, cooking, Wii games, , board games, pool table, gardening, construction, the list goes on! We provide children with a snack and drink. Parent/Carers may, if they wish, provide their child with fruit or a packed tea.

The children may be taken on short walks to the park, the adult child ratio will be correct for these trips. A consent form must be completed upon registration to allow your child to take part in these walks.

SWANS Club cannot accept responsibility for any loss or damage to items children bring into the club, so please do not send any expensive items in.

For any more information please speak to one of the supervisors.

SWANS Club is Ofsted registered: no. 125021