



Our new After School Childcare Club – The Giraffe Club, is opening on Monday 2<sup>nd</sup> June 2025. We are excited to be operating this provision for all pupils at St Michael's from 3.20pm until 6pm to assist parents and carers with childcare.

Please see below a summary of our terms and conditions.

- Club Timings:** 3.20pm to 6pm
- Club Capacity:** After School Club accommodates up to 20 children in The Ark building.
- Collection:** Children are to make their way to the Hive at the end of the school day (3.20pm) and will be collected by either Miss Porter or Mr Steadman and taken across to the Giraffe Club for After School Club.
- Advance Booking Requirement:** Sessions for the club must be booked in advance. To book and pay for club sessions, please visit The School Gateway online payment system under 'Clubs - After School Club'.
- Short Notice Bookings:** If you require a session at short notice, please note that bookings must be made through the School Office only. SchoolComms will not allow you to make this booking. This policy ensures that we can effectively manage staffing and preparation for the number of children attending each session. The School Office will only be able to accept your request if there is a space available.
- Positive Balance Requirement:** Please ensure that your child's account maintains a positive balance. This will help facilitate a smooth booking process and ensure that your child's place is secured.
- Cancellation Terms:** Three hours' notice is required if a place is no longer required, otherwise you will be charged. For safeguarding purposes, it's essential that if your child will not be attending the club parents/carers must notify the School Office immediately. This must be adhered to even if your child is absent from school.
- Payment via Childcare Vouchers:** We are pleased to accept payment for club sessions via childcare vouchers where possible. If you intend to pay using childcare vouchers, please inform us in advance so we can assist you with the process.
- Password and Collection at end of Giraffe Club**  
Parents and carers will be asked to provide a *password* for their child so that should someone other than the child's parent be collecting the child, they will know the *password*.  
  
When you arrive to collect your child from Giraffe Club, please ring the doorbell on the main entrance to the Ark and a member of staff will come to you. Any problems, contact Miss Porter or Mr Steadman on the mobile number 07990421908.
- Late Collection Policy:** Late collections after 6pm will be charged at £5.00 automatically, £10 after 15 minutes and £15 after 30 minutes to cover the costs of salary rates for the members of staff who need to remain to supervise your child. If children are not collected by 6.30pm and the Club Supervisor has not received any notification of this from parents/carers, the police/social services will be contacted.  
  
If a Parent/Carer consistently arrives late to collect their child, their child's place at the Giraffe Club will be terminated.

Parents unable to collect their children from the After School Club are requested to telephone **07990421908** providing the name of the person collecting their child, their relationship to the child and ensure that they are aware of the child's password. No child will be allowed to walk home from the After School Club alone.

**11. Children's Contact details and medical information:** It is imperative that emergency contact and medical information is always up to date as information stored by the school office will be accessed in the event of an emergency. Information about dietary requirements must also be regularly updated through the school office. .

Children who require an inhaler or epi-pen must have an additional inhaler/epi-pen which will be kept in the Giraffe Club.

### **2024/2025 Fees**

3.20pm-4.20pm                    £5 per session

3.20pm-beyond 4.20pm    £12 per session

Payments must be made in advance via The School Gateway online payment system under the heading 'After School Club'.

### **Policies**

School policies and procedures will be followed during the sessions, and it is expected that pupils will show that they are Ready, Respectful and Responsible at all times.

The School's Complaint Policy is available on the school website should there be any concerns that cannot be resolved by speaking directly with Ms Porter, Mrs Jackson or a member of the Senior Leadership Team.

### **Staffing**

Miss Julie Porter - After School Childcare Club Manager

Mr Ryan Steadman - After School Childcare Assistant

Senior Leadership Team

### **Contact details during Giraffe Club Hours**

Between 3.20pm and 6pm the following mobile number will be available for parents and carers of children attending the club should it be necessary to contact the staff – **07990421908**.

The Giraffe Club is Ofsted registered as part of St Michael's Church of England Primary Academy.