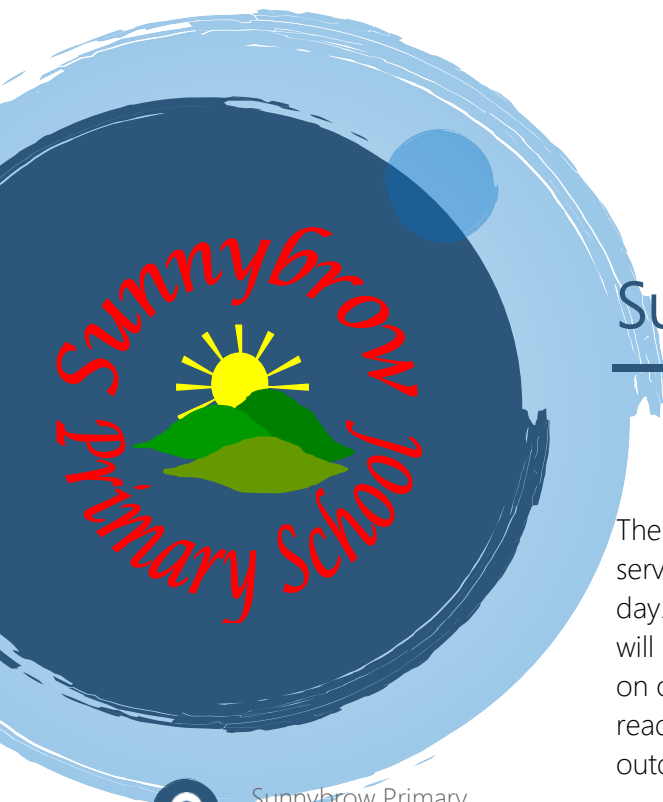




Sunnybrow Primary
DL15 0LT



01388 746 413



sunnybrow@durhamlearning.net

Sunnybrow Teatime Club

The aim of Sunnybrow Teatime Club is to provide a high-quality service for families needing extra childcare beyond the usual school day. Teatime Club will be open for **Reception** to **Year 6** children. It will be held in the library where a number of planned activities will be on offer. This will include the opportunity to complete homework, reading, supervised iPad time, board games, drawing, crafts and outdoor activities.

Sessions and Fees

3:15 – 4:30pm £5.00 per child

3.15 - 5.00pm £7.00 per child

(available until 6pm on request for a cost of £12 per child)

**On Fridays, Teatime club will only run between 3.15 – 4.30pm.

A light snack will be provided for children.

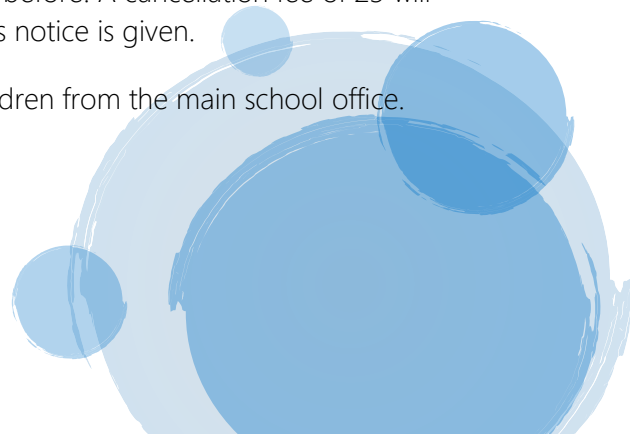
We expect all children to be collected promptly at or before their designated collection time

£5 per 15 minutes late pick-up charge applies.

All sessions must be booked in advance. A booking form email will be distributed every Monday. You will have until 4pm on Thursday to book your sessions.

A place will have to be cancelled by 12 noon on the day for after school club or 4.30 pm the day before. A cancellation fee of £3 will be incurred if less than 24 hours notice is given.

Parents are asked to collect children from the main school office.





Important Information

First Aid

A First Aider is in attendance at all times. Please do not send your child to Wraparound Care when he/she is unwell or had sickness/diarrhea in the last 48 hours. Minor accidents are recorded and parents are informed via accident form. If any hospital treatment is required, then parents/carers are always contacted after the emergency services have been called.

Medical/ Dietary needs

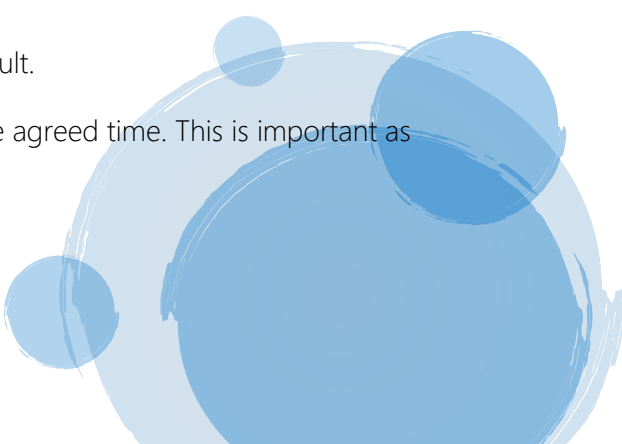
Medication can be administered by a member of staff but only when an 'Administration of Medication' form is filled out. A copy is available at the school office. If your child has a current Care Plan in school, this will be shared with Teatime Club staff. If your child has any dietary needs, these must be clearly stated on the registration form

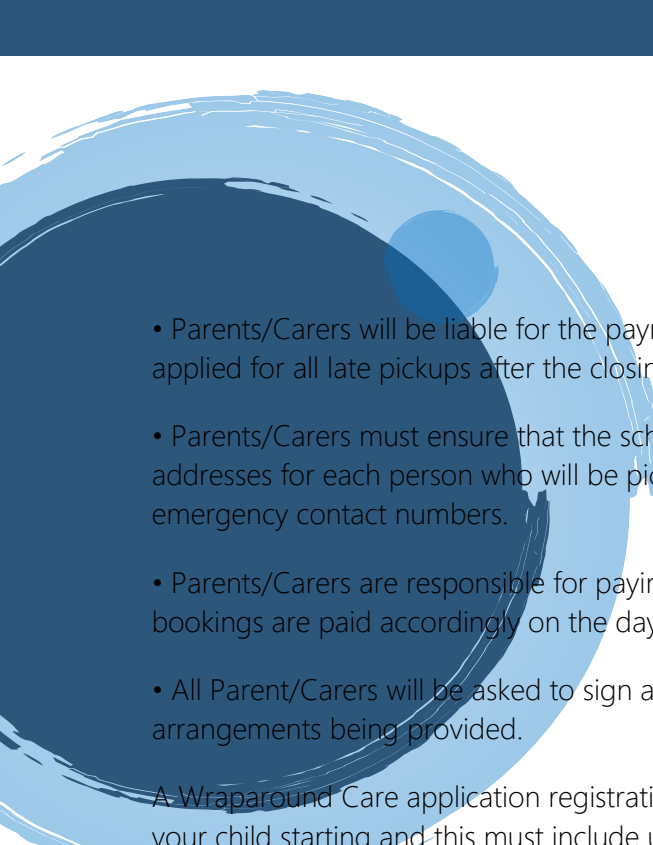
Behaviour policy

Children attending Teatime club are expected to behave according to school rules and behaviour agreement.

Parent & Carer's Responsibilities

Parents/Carers must always inform school if the person collecting their child(ren) is not listed on your pick-up list.

- Children must be dropped off/collected from Teatime Club by an adult.
 - Parents/Carers are responsible for collecting children promptly at the agreed time. This is important as Wraparound Care is staffed on a strict ratio.
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- Parents/Carers will be liable for the payment of late pickup charges, as detailed above. These will be applied for all late pickups after the closing booking time.
 - Parents/Carers must ensure that the school is given up to date contact telephone numbers/email addresses for each person who will be picking up children; to include mobile, home, workplace and any emergency contact numbers.
 - Parents/Carers are responsible for paying at the time of booking via the gateway and any "last minute" bookings are paid accordingly on the day.
 - All Parent/Carers will be asked to sign a contract with Sunnybrow Primary agreeing to the care arrangements being provided.

A Wraparound Care application registration form and terms and conditions must be completed prior to your child starting and this must include up to date contact and medical information. These can be returned to the school office on the first day the service is used. At Sunnybrow Primary School all our staff are screened for working with children by having an enhanced Disclosure and Barring Service (DBS).

To find out further information contact the school office on 01388 746 413 or email sunnbrow@durhamlearning.net.

