

## **NORTH DOWNS MOLES AFTER SCHOOL CLUB**

Welcome to the Moles Club.

[moles@northdowns.surrey.sch.uk](mailto:moles@northdowns.surrey.sch.uk) 07718 485988 / 01737 841706

We are an after school club for pupils at North Downs Primary school which runs from the end of the school day until 6 pm during term time in the Resource room at the Brockham site.

The club offers a secure, caring and stimulating environment for your child to explore the wide range of activities and play opportunities on offer. The Moles club is committed to safeguarding and promoting the well-being of every child in its care.

The club will be open Monday to Thursday inclusive, term time only excluding INSET days and any days that the school is closed due to bad weather.

### **Fees (payable in advance)**

Payment should be made online via Tucasi or by cheque in a sealed named envelope. No cash please.

**Daily fee:** £12.00 (Siblings £10.00)

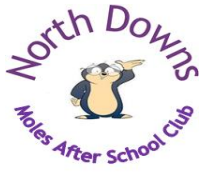
**Last minute bookings (less than 24hrs notice):** £15.00

**Late pick up:** You will be charged £20.00 for each half hour or part of, if you arrive after 6 pm.

**Cancellations/absence:** There can be no refund for sessions missed through absence. However, if we are given 48hrs notice of an absence/cancellation then a credit will be given for the missed session/s.

### **How do I book?**

1. Complete the registration form in this pack and return to the Brockham office before your child attends the club.
2. Provide payment through Tucasi. We cannot accept cash. We do not have a facility for accepting child care vouchers.
3. Parents making last minute bookings must fill in a registration form and make payment before their child attends the club.
4. Places will be allocated on a first come first served basis.
5. Once all places have been filled a waiting list will be maintained.
6. Bookings/cancellations can be made via email to [moles@northdowns.surrey.sch.uk](mailto:moles@northdowns.surrey.sch.uk) Alternatively, bookings can be made through the school office up until 3:30pm the day before the session is required. Cancellations giving less than 48hrs notice will incur a fee. Please refer to the fees section.



### **Any questions?**

Full details of the club are contained in this information pack and are also on the school website. If you would like to speak to someone about the club please phone the school office at Brockham or email [moles@northdowns.surrey.sch.uk](mailto:moles@northdowns.surrey.sch.uk) and we will arrange for someone to contact you.

### **Regular Activities**

Outdoor games, board games, card making, clay, junk modelling, rocket building, painting and drawing, mask making, puppets, biscuit & cake decorating, dressing up, homework.

### **Fees**

Daily fee when booked in advance: £12.00

Additional sibling : £10.00

Last minute booking (less than 24hrs notice) : £15.00

As staff will need to be employed and paid for the whole session there cannot be any reduction for part of a session.

These fees represent good value since we will provide a high quality, safe and stimulating experience for children and in order for the club to remain sustainable we would ask that parents respect our policy in respect of fees.

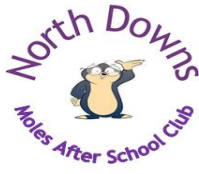
- The level of fees will be set by the school and will be reviewed annually.
- Payment of fees must be made in advance using the school's electronic payment system Tucasi.
- Cash cannot be accepted. Last minute bookings may be paid through Tucasi or by cheque in a sealed envelope.
- We are unable to accept childcare vouchers.

### **Enrolment**

Parents should enquire at their child's school office when you will be given an information pack. Once all the appropriate forms have been returned to school we will contact you to confirm the availability of a space.

Once payment has been received via Tucasi then your child may start attending.

If at the time of application the club is full your child's name will be placed on a numbered waiting list and you will be contacted when a place becomes vacant.



## Security

North Downs Moles Club is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children attending the club.

Children are expected to remain on school premises until collected by an adult. All staff will be employees of the school and will be known to most of the children.

The Moles Club adhere to all current school policies especially those relating to health & safety, behaviour management, safeguarding and administration of medicines.

## Supervision

Children will not be left unsupervised at any time. Activities will take place in the Resource Room, on the school playground, the Eco field, the ICT suite and the Infant kitchen.

Children may only be collected by a parent or adult known to us. If you wish someone different to collect your child you must inform us of the person's name and their connection with your child. If we are in any doubt then your child will not be permitted to leave until we have contacted you. ***Should you need to change your collection arrangements you can contact the school office up until 3:30pm on 01737 843384, after 3:30pm please contact Moles Club directly on 01737 841706, 07718 485988 or email moles@northdowns.surrey.sch.uk***

No child will be allowed to leave the club until collected by an adult.

## Arrival and Departure

A daily register will be maintained and all arrivals and departures will be recorded.

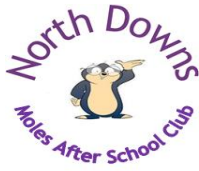
Key stage 1 children at Brockham will be escorted to the Resource room by an adult. Parents with children at Betchworth and Leigh will need to arrange for their child to be transported to Brockham and accompanied to the Resource room.

Key stage 2 children should go straight to the Resource room at the end of school. It is the responsibility of parents to inform the club leader if their child is attending an after school club and will be arriving later at the Moles Club.

There can be no refund for sessions missed through absence. However, if we are given 24hrs notice of an absence/cancellation then a credit will be given for the missed session/s.

## Staffing

All staff working at the Moles Club will be known to most of the children so there should be no concerns regarding the children settling in.

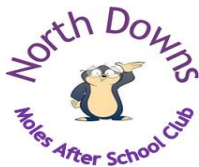


As employees of the school all Moles Club staff will have undergone a DBS check. Expectations for professional behaviour will be exactly the same as those of the school.

An appropriate ratio of staff: children will be maintained at all times. The minimum staffing ratio for children under 7 will be 1:8 and for children over 7 we will make every effort to maintain a ratio of 1:10. We will ensure that suitable contingency plans are in place to cover any staff absences.

### **Behaviour**

The Moles Club will follow the behaviour policy adopted by the school and which will be familiar to the children. If your child persists in disruptive behaviour we will contact you in order to resolve the problem. If we cannot resolve the problem satisfactorily then we may withdraw the place.



**NORTH DOWNS MOLES CLUB**  
**REGISTRATION FORM**

Child's Name ..... Child's Name .....

Known as: ..... Known as: .....

Date of Birth ..... Date of Birth .....

**Contact Details:**

Name & contact details of parent/guardian:

Name: ..... Telephone Number .....

Email: .....

Please give at least **two** emergency daytime telephone numbers:

Person ..... Telephone Number .....

Person ..... Telephone Number .....

Person ..... Telephone Number .....

Who will be collecting your child/children? .....  
.....

Has your child had any recent illnesses, operations or injuries?

Is your child allergic to any food or drink?

Is your child allergic to bee or insect stings?

Does your child take any regular medication?

Please provide any additional information you feel we may require

Signed ..... Dated .....

**Requirements**

Monday	Tuesday	Wednesday	Thursday	Friday
				Closed

*(one tick for each child please)*