



Club Barty Information

(For you to keep)

Club Barty is managed by St Bartholomew's Primary School and is an extended provision for quality childcare of children attending our school.

Please be aware that we do not provide childcare when St Bartholomew's Primary is closed to pupils (for example INSET days/election days etc).

Club Barty is available for children from Foundation Stage 2 (reception class) through to Year 6. If your child attends our Nursery provision, please speak to Miss Priestman if you need wraparound care.

Opening times and fee structure

Provision	Times	Cost
Breakfast Club	7:45am to 8:45am	£5 per session (£4.50 for siblings)
After School Club	3:15pm to 5:15pm	£10 per session (£9.00 for siblings)

Club Barty runs on site. The provision closes at 5:15pm prompt. Access to Club Barty is via the main wooden doors at the front of the school.

Collections after this time **will incur a charge** of £5.00 for every 15 minutes (or part of) after this time. Please advise a member of staff as soon as possible if you are delayed as this will enable them to prepare your child and organise for their own late arrival home.

Snacks

Pupils attending Club Barty before school will be offered toast for breakfast.

Pupils attending Club Barty after school club will be offered a cold snack; this may be fruit, crackers or a small sandwich.

Billing and payment

Invoices are produced in advance and fees are due 7 days from the date of invoice.

If your child is eligible for Pupil Premium, please speak to the school office regarding the cost of Club Barty as a discounted rate may be available for before school.

Payment can be made by bank transfer or childcare vouchers.

Invoices will be raised using the local authority's accounting system; your personal details will be used to enable an account to be created on this system.

St Bartholomew's Primary will accept childcare vouchers for payment of Club Barty bookings. (Please be aware that, under HMRC rules, any overpayment of childcare vouchers cannot be refunded directly to parents due to the tax benefits received on purchase.)

Bookings

A notice period of four weeks is needed to cancel these sessions. The sessions are booked a month in advance using the online Google Docs booking form, a link is emailed out each month. The form must be submitted by the date and time stated to secure a place please.

Emergency sessions - once registers are established for the month, should you need emergency childcare, please email office@st-bartholomews.staffs.sch.uk

All fees are due if a place has been booked for your child/children, irrespective of attendance.

Medical Information

Club Barty use the school's data management system – Arbor. It is essential that parents keep us informed about any changes to contact details, medical information or dietary needs.

No medication will be given to a child unless it has been prescribed by a doctor and a medication form has been completed.

Accidents occurring at Club Barty will be recorded and parents/carers notified on collection. In the event of any serious accident, emergency contacts (held on Arbor) will be telephoned immediately.

Collection of children

Children can only be collected by the parent/carer or emergency contacts named on the registration form. Any person unknown to staff will be challenged to provide a code word (provided on the registration form).

If another family member or friend are collecting, please inform the school office **before 3pm**. The person collecting children from Club Barty must be over the age of 16.

Terms and Conditions (these form part of our registration form)

- A registration form must be completed and returned to St Bartholomew's prior to a child attending Club Barty
- Charges will still be made for places that are booked but not attended.
- Collections after 5:15pm will incur a charge of £5.00 per child for every 15 minutes (or part of) after this time.
- Sessions need to be booked in advance by the date given on Club Barty monthly booking form
- Invoices will be issued via the Staffordshire County Council finance system and must be paid within **7 days**
- St Bartholomew's Primary has no obligation to continue to provide childcare in the event of fees becoming outstanding
- Failure to pay will result in the withdrawal of child care
- In cases of non-payment the debt will be passed to the local authority which may result in court action
- Any costs incurred relating to the recovery of fees will be added to any outstanding amount
- All St Bartholomew's Primary policies and procedures will be followed (including the complaints procedure)
- You agree to keep our Data Management System (Arbor) up to date with contact numbers and keep us informed with regard to medical and dietary requirements