



## 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 for children attending our setting.

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

Club Barty is available for children from Foundation Stage 1 (nursery) through to Year 6.

### Opening times and fee structure

Provision	Times	Cost
Breakfast Club	8am to 8:45am/9am	£6 per child
After School Club	3pm/3:15pm to 4:15pm 3pm/3:15pm to 5:15pm	£6 per child £12 per child

Club Barty runs on site. Access to Club Barty is via the nursery entrance at the rear of the school.

Collections after the pre-booked collection time **will incur a charge** of £6.00 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

Children attending Club Barty, who arrive before 8:30am, will be offered a slice of toast for breakfast with a choice of milk or water to drink.

Children attending Club Barty after school club will be offered a cold snack; this may be crackers and cheese or fruit. They will also be offered a drink of orange cordial.

### Billing and payment

Payment for Club Barty will be via Arbor. Fees are due within 7 days of the end of the month of use. Non-payment may result in the suspension of the service.

St Bartholomew's Primary can 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

Sessions are booked a month in advance using the online Google Docs booking form, a link will be emailed out each month. The form must be submitted by the date and time stated to secure a place.

Emergency sessions - once registers are established for the month, should you need emergency childcare, please email [office@st-bartholomews.staffs.sch.uk](mailto: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 £6.00 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
- Payment is to be made using the Arbor system within 7 days of the end of the month of use
- 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 childcare
- 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/TMPF 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