

\*\*\*\*\*\*\*\*\*

## INFORMATION AND CONDITIONS

## **Our Aims**

Our SMILES Club provides a complete "wrap around" care facility to bring secure and quality childcare to all parents and carers in our community. Building upon the ethos of Telford Infant School we aim to provide a safe, happy and stimulating play environment managed by caring and experienced play workers.

Our Smiles Breakfast Club is held in our school hall every morning, while our Smiles After School Club is run from a classroom and from the infant school hall. Both clubs are equipped with varied and exciting play equipment to give your children an interesting and stimulating start and end to their school day.

We are committed to safeguarding and provide care without prejudice and in compliance with OFSTED regulations.

## **Opening Times:**

Smiles Breakfast Club: Open 8am to 8:55am (early drop available

from 7.45am)

Smiles After School Club: Open 3:20pm to 6pm.

The younger children are collected for ASC and taken there. We ask for all children to be collected from the Club by 6pm at the latest.

Fees:

Breakfast Club: £4.00 per child After School Club: £8.00 per child

Fees are payable in advance and half termly and an invoice will be provided. We review these fees each year. There is a one off registration fee of £5 per child for Breakfast and After School Club and a £10 late pick-up charge after the third late collection from ASC.

We regret that we are unable to refund fees should any child not attend on the day booked.

\*\*\*\*\*\*\*

Persistent non-payment of fees can result in the loss of your child's place.

**Registration:** All children using the Smiles Club will need to register. The registration form is available from Telford Infant School reception, from the Smiles Supervisor (contact details can be found at the end of this leaflet) or can be downloaded from our website <a href="www.telfordinfant.co.uk">www.telfordinfant.co.uk</a> (under Teaching & Learning/Extended Schools).

\*\*\*\*\*

**Non-attendance:** Please notify us if your child is not able to attend the Club for any reason, within 24 hours where possible. Please also let us know if your child will be attending any other after school clubs, if these fall on the days already booked for SMILES club.

**Childcare Vouchers**: You are able to use your tax efficient Childcare vouchers should you have this facility available.

**Snacks:** We provide a healthy snack for the children at each club. Please note, we do not heat any food.

**Admissions**: A copy of our admissions policy is available on our website or from Telford Infant School reception.

**Breakfast Club and Reception Children**: Children new to reception in the September they start school can only start attending BC when they are full time in school.

**Security:** Children **must** be signed in and out by the delegated person dropping off or picking up. For safeguarding purposes, parents are asked to drop off/pick up at the designated place and not to wander around the school site.

**Behaviour:** Information on our behaviour policy can be found at Club and on the SMILES section of the website.

**Contacting Us**: If you have any questions, please contact our Business Manager, Michelle Hutton or the SMILES Supervisor, Karen Gale:

Smilesclub@welearn365.com

• 07925823386 between 2:30pm and 6:30pm

**Feedback:** We are constantly looking for ways to improve our Smiles Clubs and would welcome any feedback or suggestions you may have.

\*\*\*\*\*\*\*\*