



WELCOME GUIDE

Welcome to Kids Club Probus

available to children aged 3*-11 years attending Probus Primary School and Little Acorns Probus Pre-School
as well as children aged 4-11 years from other schools

The Club is open Monday~Friday during the following hours:

Breakfast Club	:	7.45am ~ 8.45am
After School Club	:	3.15pm ~ 6.00pm
Holiday Club	:	8.00am ~ 5.30pm

Kids Club is run by Diane Gibbs and Julie Kennedy. All our staff are DBS checked and have up to date First Aid qualifications.

Club Contact Numbers:

01726 882647
07530 406598

Email: kidsclub@probusschool.org.uk

We do not open on Bank Holidays. However, we are open on Probus School INSET days. If your child attends another local school please check with a member of staff to find out if we are open on their INSET days.

Children attending clubs after school can be booked into Kids Club and will be taken across by a member of staff.

*** Wraparound Care and Holiday Club available to children at Little Acorns Probus Pre-School aged 3 years+ who are already in receipt of 3 & 4 year old funding**



Breakfast

Children are offered breakfast, which could include cereal or toasted bagels/crumpets/tea cakes and fresh fruit, served with orange juice.

Snacks

Children are able to have a snack after school which comprises fresh slices of fruit and vegetables alongside crackers/garlic bread/wraps. Fresh water is available throughout the afternoon. Children who are at the Club after 5pm are offered a light snack.

During Holiday Club the children are offered two snacks a day, one at 10am and another one at 3pm. Children need to bring in a packed lunch which they have at approx 12pm.

Bookings

Children can be booked into the Club via the phone numbers given or, for using the club during the school holidays, there is a booking form available on the website or for collection from the School Office/ Kids Club. If you have to cancel any bookings please inform a member of staff immediately. If for any reason you no longer need the facilities of Kids Club please inform a member of staff (so that we know your child has gone home safely). If less than 24 hours notice is given a cancellation fee will apply.

Please find a price list at the back of this pack for your information. A registration form is available (on the website at <http://www.probussschool.org.uk/holiday-club> or for collection from school office or Kids Club) for you to complete before your first booking.

Late Collection

If we have not received a phone call, text message or email informing that you will be late to pick up your child you will incur a charge, details of which can be found at the back of this handbook.

Please note we operate a 'three strikes you're out' policy. If you are over 10 minutes late collecting your child three times per term, you will no longer be able to use Kids Club for the remainder of the term.

We would like all children in wraparound care to be collected by 6pm. If you are running late please contact us either through the main school number 01726 882647 (after 4pm please dial '1') or on the mobile 07560 406598. The above late collection charges will still apply.

Payment

Holiday bookings need to be made and paid for in advance. We also accept voucher payments (please enquire at the school office). If you prefer paying on-line our bank account details are as follows:-

Bank	Lloyds
Bank Account Name	AAT – Probus Primary School
Bank Account Number	46381260
Bank Sort Code	30-97-28
Reference: -	Please quote your invoice number/child's name

When paying cheques please make sure they are made payable to *AAT – Probus Primary School*.

Activities

Children have the opportunity to take part in a variety of activities ranging from outdoor play (including time on the play equipment), football, treasure hunts/trails, various board games/puzzles, cooking, arts and crafts.

There is also a 'Wii' games machine and ICT time in the computer suite. On Fridays we enjoy a DVD film (complete with popcorn & hot chocolate!) Once every half term the children organise a "Pamper Afternoon"!

During school holidays we like to offer one outing per week. Past outings have included: - visits to Trewithen Gardens in Probus and Cardinham Woods and the children (and staff) have had great fun at both Porth beach in Newquay and Gyllyngvase beach in Falmouth.



Charges 2017

BREAKFAST & AFTER SCHOOL CLUB

Breakfast Club (7.45 to 8.45am)			After School Club (3.15 to 6.00pm)		
1 st child	Subsequent Child	Family (3 or more)	1 st child	Subsequent Child	Family (3 or more)
£4.50	£4.00	£10.00	£15.00	£8.00	£25.00

After School Club breakdown:-

Times	1st Child	Subsequent Child	Family (3 or more)
Up to 1 hour	£4.50	£4.00	£10.00
1hour 30min	£6.50	£4.50	£12.00
Full Session	£15.00	£8.00	£25.00

HOLIDAY CLUB

Half Day (8.00am to 1.00pm or 1.00pm to 5.30pm)			Full Day (8.00am to 5.30pm)		
1 st Child	Subsequent Child	Family (3 or more)	1 st Child	Subsequent Child	Family (3 or more)
£15.00	£10.00	£30.00	£25.00	£16.00	£55.00

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Cancellations

Normal charges will apply if less than 24 hours notice is received

(with the exception of infectious diseases)

Late Collections

Up to 10 minutes late: £10 per family charge

Up to 15 minutes late: £20 per family charge

Up to 20 minutes late: £30 per family charge

Then every 10 minutes late another £10 charge

If we have not received a phone call or text that you will be late a further charge of £5 will apply. Please note we operate a ‘three strikes you’re out’ policy and if you are over 10 minutes late collecting your child 3 times per term you will no longer be able to use After School Club for the remainder of the term.

Booking

To book a place at any club (or notify us of any delays) please use the following numbers:-

School Hours	01726 882647
Out of Hours	07530406598

All children must be booked into the club prior to them attending to ensure correct staffing ratios are in place.