Parent Guide for Uxfamily Sunrise & Sunset Club

Dear Parents/Carers,
We are pleased to welcome you to our Uxfamily Sunrise and Sunset Club, where you will be safe in the knowledge your child will be cared for before and after the school day in a 'home from home' environment by dedicated, familiar and nurturing staff.

Ethos

Our aims are:
- to encourage children to grow in a safe and nurturing environment.
- to offer children an exciting range of activities with lots of choice
- to offer children and their parents a provision that promotes equality, inclusion and values diversity
- to give your children healthy and nutritious food.

Each child's needs are met to ensure they grow in their own strengths. We allow child-led play and activities to encourage positive relationships and independent learning. We take pride in getting to know our children well, listening to and taking their ideas into account when planning for our club.
We believe that managing our own Sunrise and Sunset Club brings many benefits to the children, parents and school community.

Uxfamily Committee

A committee comprising of the SLT will meet on a regular basis to discuss the role of the Sunrise and Sunset Club and how we can continually strive to provide the best for our children.

Staff

The clubs are run by dedicated and experienced staff, employed by the school. They have great passion for excellent childcare and meeting children's individual needs. They are keen to develop their own skills to benefit our children.

Hours

Sunrise Club runs from 7.45am until the start of the school day.
Sunset Club is open from the end of the school day until 5:30pm.

Admission and Booking

A registration form will need to be completed for our new club. You will need to use a ½ termly booking form, available from the school office to book your place in advance. An electronic version is available on request. Booking forms to be completed and emailed and handed in by start of 1st week of the new term. 2 weeks' notice needs to be given to cancel any sessions.

Last minute bookings can be made, ideally with 24 hours' notice but we understand that sometimes this may not always be possible. We will be as accommodating as we can in this situation.

Fees

Fees are required to be paid at the start of every ½ term for the forthcoming term. Your account should be kept in credit at all times. We have the right to suspend this childcare provision if your account is not in credit.

Sunrise Club 7:45am-8:30am costs **£3.50**

Sunset Club 3:30pm-5:30pm costs **£8.50**

Sunset Club 3:30pm-4:30pm costs **£7.00**

Sunset Club 4:30pm-5:30pm costs **£5.00**

Payments should be made via Eduspot using credit or debit card or using childcare vouchers.

Absence and Sickness

Please be aware that if your child is booked in for a session and is absent or sick, you will still be charged. However, if your child is attending a school educational trip after school or on a school residential visit then fees will not need to be paid. Also, if school closes for unforeseen circumstances e.g. closure for snow, then fees will not need to be paid.

Late Pick Ups

If a parent/carer is late on 3 occasions to collect their child/children a charge of £10.00 per child will be imposed. This charge is to discourage people from arriving after 5:30 pm and should not be seen as a charge permitting late collection. When collection after 5:30 pm occurs regularly, we reserve the right to withdraw access to the club.

Drop Off and Pick up

Access at drop off and pick up times is via the Yellow Gate. When dropping your child, if there is nobody at the yellow gate, please ring the mobile and a member of staff will let your child in. If there is no answer than please come to the main school office and a member of office staff will take your child in.

Accidents

You will always be informed of minor accidents/injuries when you pick your child up and by an accident slip. If a head injury occurs, or anything more upsetting to your child, we will ensure to contact you immediately via text message or phone call.

Partnership with Parents

Working alongside parents and carers is vital to a child's well-being and personal growth. We want to be able to offer the best care for your child and offer the right support for all our families and are open to suggestions to how we can best do that. We strive to offer the best care for your child and we are dedicated to building positive relationships in our school community.

We know how important the happiness of your child is and we recognise the trust you put in the staff to ensure your child feels safe, secure and happy. We will always aim to inspire, encourage and offer the highest quality of care for your child.

Sunrise Club

Parents can drop children off from 7:45am and sign them in on arrival. Breakfast will be available until 8.10am to give children the opportunity to eat before school starts. An example of food available is cereal, toast with various toppings, milk and water. At the end of the morning session, infants will be escorted to their classrooms with junior children heading straight to class.

Sunset Club

Infant children will be escorted from their classrooms by a member of school staff to Sunset Club where they will be registered. Junior children will be dismissed from class and will make their own way down to the afterschool club.
The children will have access to both indoor and outdoor activities, which are carefully planned with each child in mind. This can include art, Lego, board games, skipping games, jigsaws, dance, use of computers plus many more. Children have free choice of activities and can initiate their own play using resources available.

Snack will be served at 3.45 pm with healthy and nutritious food e.g. sandwiches, wraps, beans on toast, soup, pasta, veggies and dips.

We encourage group and themed activities such as, planned treasure hunts, obstacle courses or sports games. At times we will split into age groups and offer an activity for infants and another for juniors, this is to allow for a more age specific focus.