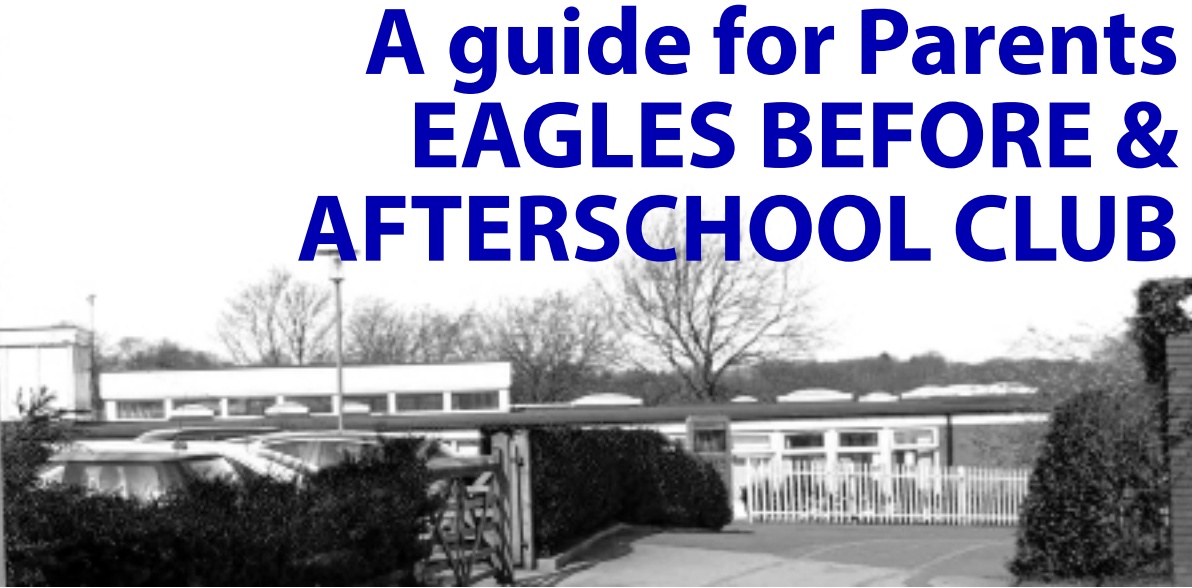


# A guide for Parents EAGLES BEFORE & AFTERSCHOOL CLUB



## What is Eagles Before & Afterschool Club?

Eagles is a self funded care facility managed by the Governors of our academy. The facility allows parents and carers of children aged 4 and above, the opportunity to pursue their employment, education or training commitments safe in the knowledge that their children are being cared for in familiar and comfortable surroundings, outside of normal school hours.

All staff are DBS checked with relevant qualifications, experience and First Aid Trained.

## What activities are on offer?

During their time in Eagles before and afterschool club, children will have the opportunity to take part in a wide range of activities including:

- Board Games
- Table Football
- Arts & Crafts
- Group activities including Bingo, Charades and card games

## Will refreshments be made available?

Breakfast is served until 8.25am which includes a choice of cereal, toast or pancakes.

For afterschool club drinks will be provided and children are welcome to bring a snack to eat during their session.

## Session Times & Costs

Session Type	Session Times	Session Cost
Breakfast Club	7.45am - 8.35am	£3.50 per session
Afterschool Club	3.20pm - 4.30pm 3.20pm - 5.45pm 4.30pm - 5.45pm	£5 per session £6.50 per session £3 per session

St Johns Primary Academy is part of Future Generation Trust  
Hobnock Road, Essington, Wolverhampton, WV11 2RF



Headteacher: Mrs J McMullan

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[www.stjohns-eagle.com](http://www.stjohns-eagle.com)

[office@stjohnsprimary.academy](mailto:office@stjohnsprimary.academy)

# Drop off procedures

- The entry gate to the bus lay-by is open from 7.40am until 8.10am for parents who arrive by car and wish to 'drop and go'. Children are greeted at the school gates by a Breakfast Club staff member who registers the children; and then another member of the Breakfast Club staff supervises the children in small groups across the playground to the Eagles building.
- The entry gate to the bus lay-by closes at 8.10am promptly as the staff are required in the building to supervise the children.
- Parents arriving by car after 8.10am will have to park off the academy premises and accompany their children to the Nursery entrance door and use the doorbell provided to alert staff that their child has arrived. (The Nursery entrance door is located at the side of the Eagles building)
- Alternatively, the Nursery entrance door is staffed from 7.45am, parents should ring the doorbell provided to alert staff that their child has arrived.

# Collection procedures

- Parents should not park on the academy car park to collect their child even when the barrier is raised, to ensure the site is safe for children leaving the facility.
- Children should be collected from the Nursery door. Parents should use the doorbell to alert staff that they have arrived to collect their child.
- If parents are going to be late for collection, they must ensure they contact the Eagles team on 01922 476695 using Option 3. Please note that additional charges may apply for late collection.
- If anyone other than the known parents/carer will be collecting a child, the academy should be given prior warning.

# Booking procedures and Terms & Conditions

- Breakfast club is open to all registered St. John's Primary Academy pupils from Nursery to Year 6.
- Afterschool club is only available to registered St. John's Primary Academy pupils aged 4 and above.
- Bookings should be made online via the schoolmoney app/website.
- All fees are non refundable, no refunds will be given for cancellation other than in exceptional circumstances agreed by the Eagles Manager. Please notify Eagles if a child is absent for any reason as well as the academy office.
- All fee's must be paid in advance.
- Payment can be made online using schoolmoney or by using childcare vouchers. Please contact Eagles for more information on how this will work.
- Parents paying by voucher or national savings should ensure they have enough credit to cover all future bookings. No bookings will be made without sufficient account credit.
- Bookings are processed on a first come, first served basis.
- There will be an added charge of £5 for every 15 minutes a child is collected late after their booked session.
- There is a £2 charge for sessions which are not booked at least 24 business hours in advance. Sessions for a Monday must be booked by 11am on the previous Friday.
- It is a parents/carers responsibility to notify Eagles in writing if a child is booked into an afterschool club and for how long they require bookings to be amended for.