



Saint Barnabas Church of England Primary School

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SHINING STARS

Before and After School Club

Information Pack and Membership Form

Introduction to Shining Stars

Welcome to Shining Stars our before and after school club. Shining Stars is located in the Satellite Building, this has been our base since September 2018, and we are very happy in our home. We are very lucky because we have a garden and our wonderful school grounds in which to play and explore.

At Shining Stars, we aim to provide quality care in a safe, fun and stimulating environment, which enables each child to develop in confidence and independence. All of those involved in the running of the club work hard to ensure that all children are treated fairly and positively; and are valued as individuals.

We believe that we provide a place of varied opportunity that will satisfy the developing needs of the child throughout their stay in a Shining Stars session. For example, stimulation, play, rest, quiet, opportunity to just sit and chat, read or be peaceful. We as professionals are sensitive to recognise and cater for that variety.

The club is committed to promoting opportunities for all children and their families and will work closely with parents as partners. We strive to nurture good relationships with our families, being sensitive to their requirements and ensuring that we greet them – and leave them, feeling welcome, and happy in the knowledge that their child is in safe hands and happy to be there.

We believe that we foster good relationships with our children so they feel respected as individuals, and so that they enjoy, and feel welcome in the out of school club environment. This ensures that the ethos of St Barnabas C of E School is extended beyond the normal hours of the school day



Shining Stars Before and After School Club Parent and Club Agreement

Shining Stars Before and After School Club will endeavour to:

- Give you 24 hours' notice when possible if the service cannot be supplied or needs to move to another site.
- Provide a high standard of stimulating, appropriate and varied play opportunities for your child.
- Ensure that your child remains under the care and supervision of Shining Stars staff until collected by you; or the designated adult previously agreed by you.
- Contact you to inform you if your child has had an accident or becomes ill while attending Shining Stars.
- Offer all children toast or cereal, and a drink during the morning session.
- Provide a light snack and drink for your child during the afternoon session (this is not an evening meal and your child will probably need to eat again once taken home)
- Ensure all members of Shining Stars staff follow the school's behaviour policy and model the Foot Print Values. They all have high expectations of behaviour from the children.
- Staff will deal with challenges or issues that arise concerning the wellbeing of children in their care. They will consult with parents and the Designated Senior Leader in school as appropriate.
- Shining Stars staff have the right to refuse any children where the behaviour, is deemed a risk to other children/staff.
- In the event that your child is not collected as agreed, the Shining Stars will use the emergency contact numbers provided to contact you. **If your child is not collected by 5.45pm a fine of £10 (per child) for every 5 minutes after this time will occur.** This fine will be added to your TUCASI account.
- You can contact Shining Stars on our designate phone number: **0121 464 5813 option 3 during club hours 7.30-9.00 am and 14.00-17.45pm.**

Shining Stars Before and After School
Parent and Club Agreement

You the parent/carer will:

- Book and pay for the sessions you require in advance using the Tucasi online booking service. Log in details will be provided when you register with Shining Stars.
- Non-bookings will result in not being able to use the service and you will be **refused** entry.
- Children that have not been collected at the end of the school day will not be sent to Shining Stars unless you have booked, failing to collect your child will result in Social Services being called.
- Pay fines that are incurred through the late collection of children after 5.45 a fine of **£10 for every 5 minutes (per child)** will be added into your TUCASI account. In the event of late collection occurring more than 3 occasions in one term, **your child may not be able to attend again.**
- If you are late collecting your child at 4.15 your session will be extended to 5.45 and you will be charge for the late session.
- Ensure that 48 hours' notice is given for changes to sessions that are already booked in, unless in the event of absence from school due to illness. In the case of illness, or notice given of cancellation of a booked session, you will still be charged. The club does not refund for booked sessions that have not been cancelled with 48 hours' notice.
- Any aggressive behaviour to staff **will not be tolerated** and will result in your child/ren being removed from Shining Stars and your contract terminated.
- Notify staff of any changes to personal details or changes to children's medical/dietary needs.
- Notify staff to any changes to collection arrangements, if the person collecting is not named on the contact form, they will be expected to know the family password.

Child/ren's name

Parent/carer's signature **Date**.....

Shining Stars Manager signature..... **Date**

Family Password.....

Shining Stars Before and After School Club **Fees and Membership**

Membership forms are available from the school office, Shining Stars or downloaded from the school website.

Whether you would like your child to attend the Shining Stars Before and After School Club regularly, or on an occasional basis you must enrol your child by completing the attached membership form and returning it to the school office or Shining Stars. The form will be kept on record for emergency purposes.

You will receive your TUCASI log in details as soon as your child/children are registered.

	Session Times	Charges
Breakfast (B)	7.30-8.50 am	£6.10
Short After School (S)	3.15-4.15 pm	£6.10
Long After School (L)	3.15-5.45 pm	£10.30
Short Wrap (B&C)	7.30-8.50 am & 3.15-4.15pm	£10.80
Long Wrap (B&D)	7.30-8.50 am & 3.15-5.45pm	£15.50

Shining Stars Before and After School Club Membership Form

Child/Children's Name/s	Class	Date of Birth

Parent's/Carer's Name (s)

Parent's/Carer's Address

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Doctor's Name.....

Doctors telephone number.....

Emergency Contacts:

Name	Telephone Number	Relationship to child/ren
1.	Mobile: Home: Work:	
2.	Mobile: Home: Work:	
3.	Mobile: Home: Work:	
4.	Mobile: Home: Work:	

Has your child/children any medical condition, allergy etc. that we need to be aware of?

Yes / No

Please give details:

.....

Signed Parent/Carer

Date.....

Emergency Consent Form

For use in the event of an emergency:

Please sign this form stating whether you do, or do not give your consent for Shining Stars staff to seek emergency medical advice/treatment for your child/children.

Emergency Medical Advice Consent Child's Name

Child's NameD.O.B.....

Child's NameD.O.B.....

Child's NameD.O.B.....

Child's NameD.O.B.....

I do/do not give consent for Shining Stars staff to seek emergency medical advice/treatment for my child.

Signed..... (Parent/Carer) Date