



# WELCOME



# ROCKETS

## 2021 - 2022

## **Rockets Out of School Club**

Clapham Terrace provides before school care (Blast Off) and after school care (Rockets) for all children (except Nursery) attending the school. Both clubs are based in the Early Years Hall. Blast Off runs from 8.00am until 8.45am and Rockets runs from 3.15pm until 6.00pm, Monday to Friday, term-time only.

Rockets is committed to meeting the needs of parents and carers, by listening and responding to your views and concerns and keeping you informed of our policies and procedures, including opening times, fees and charges, and programmes of activities. We will share and discuss your child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Rockets is committed to providing:

- a programme of activities that is interesting, educational, stimulating and fun.
- access to a variety of facilities and equipment under safe and supervised conditions.
- a staff team that is experienced, well trained and able to meet the needs of all of our children.

The programme of activities will recognise and take into account the differing ages, stages, interests, backgrounds and abilities of the children. Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships.

### **Blast Off Before School Club**

- Blast Off before school club runs from 8.00am to 8.45am and parents must book sessions (see session booking form at end of document).
- A range of activities is available to all children who attend and toast and fruit is provided for those who wish to have breakfast before school.
- Children in Reception and Key Stage 1 are taken into their classroom at the beginning of the school day; Key Stage 2 make their own way down to their classrooms.

### **Rockets After School Club**

- Rockets is open from 3.15pm – 6.00pm and parents must book sessions (see session booking form at end of document).
- All children are collected from their classrooms; Key Stage 2 make their own way down to their classrooms.

- All children are registered and offered a light snack e.g. toast/sandwiches/cheese crackers etc. and fruit. Water is always available.
- After snack time, activities (free choice and planned) commence. Children can make use of both our indoor and outdoor facilities.
- Parents can collect their child/children any time before 6.00pm (when the club closes), and will be asked to sign them out.

### **Payment Details**

Blast Off before school club: £3.50 per morning.

Rockets after school club:

If your child stays until 4.00pm - £3.60

If your child stays until 5.00pm - £6.90

If your child stays until 6.00pm - £8.60

All booked places for your child must be paid for. You will be invoiced on a monthly basis via 'Nursery in a Box', our management system.

If your child is absent and does not attend their designated session, you will still be charged for this session.

Any additional sessions to your child's normal sessions must be paid for as an extra. For example, a Monday swapped for a Tuesday will be charged as an extra session.

### **Who will be looking after my child/children?**

Rockets currently has nine members of staff who work on a rota system depending on the number of children in.

Miss K Fletcher – Manager

Miss R Sutton – Deputy Manager

Mrs J McArthur – Playworker

Miss S Walton – Playworker

Mrs V Agnihotri - Playworker

Mrs M Perez – Playworker

Mrs J Bowden – Playworker

Mrs P Gangwar - Playworker

All staff are DBS cleared and appropriately trained.

Children in Reception each have a Key Worker assigned to them, to help with the transition from the normal school day to after school care.

### **Collection**

When you arrive to pick up your child please ring the bell on the right-hand side of the double security door (BLUE) which is situated by the ramp in the car park. This system ensures that only you can enter our premises. Please make sure you sign your child/children out before leaving the club.

If you are unable to collect your child/children, we will need a full description of the person who will be collecting them; under no circumstances will we release a child into the care of an unknown person.

### **ROCKETS CLOSES AT 6.00PM, ANYONE ARRIVING AFTER THIS TIME WILL BE CHARGED ACCORDINGLY.**

If you are going to be late collecting your child/children, please notify us immediately.

- If you are late after 4.00pm, you will be charged for the 5.00pm session - £3.30 extra PER CHILD
- If you are late after 5.00pm, you will be charged for the 6.00pm session - £1.70 extra PER CHILD
- If you are late after 4.00pm, and stay until 6.00pm, you will be charged £5 extra per child.
- If you are late after 6.00pm, you will be charged an extra £4 for every five minutes you are late PER CHILD, for example 6.00pm – 6.05pm = £4 PER CHILD, 6.05pm - 6.10pm = £8 PER CHILD AND SO ON.

### **Non-Collection**

In the event of you failing to collect your child/children, every effort will be made to contact you, failing this we will contact the other emergency contacts that you have provided to school on your admission form. Failing all the above options, our Designated Safeguarding Lead will contact the Local Authority Designated Safeguarding Officer.

### **Absences**

If your child is not going to attend a session at Rockets, please inform us as soon as possible by calling the school office on 01926 423404 or emailing [rocketsooscltd@hotmail.co.uk](mailto:rocketsooscltd@hotmail.co.uk). You will still be charged for your booked place.

### **Child Protection**

Rockets follows the school's Child Protection and Safeguarding procedures. All staff have received child protection training to raise their awareness of any kind of abuse

and knowledge of appropriate child protection procedures. Two members of Rockets staff are Designated Safeguarding Leads.

### **Illness**

If your child is ill, we ask that they do not attend the club. If your child is ill during their time with us, we will contact you and ask you to collect them immediately. Please do NOT send your child/children to school following sickness and diarrhoea for at least 48 hours.

### **Accidents**

Active children can occasionally get bumps and scrapes. If an accident should occur whilst in our care, the appropriate action will be taken following school procedure and shared with parents on collection. If we feel a parent should be contacted, we will do so.

If the injury occurred during the school day, the class teachers will pass on to us the accident form with an explanation of the accident and procedure followed. This too will be shared with parents on collection.

### **First Aid**

All of our staff are first aid trained.

### **Complaints**

Should you wish to make a complaint about Rockets or its staff, you can do so by speaking to the Rockets Manager directly or you can contact Mrs Clarkson, Assistant Headteacher.

### **How to contact us**

#### **Rockets**

Clapham Terrace Primary School

Clapham Terrace

Leamington Spa

CV31 1HZ

Telephone: 01926 423404

Email: [rocketsooscltd@hotmail.co.uk](mailto:rocketsooscltd@hotmail.co.uk) Website: [www.claphamterrace.info](http://www.claphamterrace.info)





## ROCKETS BOOKING FORM

Child's name: \_\_\_\_\_ Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Parent's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate on the table below the days and times that you would like your child to attend.

Please note that some sessions are very popular and you may be put on a waiting list.

	<b>Blast Off Until 8.45am</b>	<b>Rockets Until 4.00pm</b>	<b>Rockets Until 5.00pm</b>	<b>Rockets Until 6.00pm</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				