



SAGA After School Childcare

Childcare Provision

St Anne's and Guardian Angels Primary School offers after school childcare provision to St Anne's and Guardian Angels, and non-St Anne's and Guardian Angels families by hosting our own in-house after school provision. This is competitively priced child care run by our own school staff.

We aim to provide children with a nurturing after school care provision which allows them to play creatively and relax in a safe and stimulating environment. Our aims include the promotion of imaginative and creative play, physical play and healthy living. We want to provide a happy and safe place where children can have fun and relax after school. We will cater for children of primary school ages from Reception to Year Six – Nursery pupils may be permitted dependent on staffing ratios and the needs of the individual child.

Please note, you do not need to have a child at St Anne's and Guardian Angels to take advantage of the SAGA After School Childcare.

The childcare provision will function on a pay-as-you-go basis. This will enable our parents, who may need childcare on individual days, to access the provision that we provide, as well as those who wish to come on a regular basis. Please note that payment must be made in advance.

If you are interested in the SAGA After School Childcare, please speak to a member of the school office by calling 020 7247 6327 or e-mailing office@stannesgaprimary.com



A registration form must be completed by all families. This can be obtained by contacting the school office.



SAGA After School Childcare Terms & Conditions

Updated June 2024

Venue

The SAGA After School Childcare is held in the safe and spacious St Anne's and Guardian Angels Primary School. There are areas for both indoor play and outdoor play. We have the use of the playground for supervised games, and the use of a designated After School Childcare room. There are ample toilets and washing facilities.

Time & Dates

We are open five days a week, Monday to Friday, from 3:00pm to 6:00pm during term time. Please note that the childcare provision is not open on INSET days and during school holidays.

Our Staff

Our staff members have a wealth of experience working with children of primary school age as they currently have jobs within our school as teaching support staff.

All staff members have been DBS checked and First Aid trained. The staffs' aim is to keep children safe and will report all safeguarding concerns to the designated safeguarding officer.

Activities

All activities are supervised and are tailored to the children's interests. They include: outdoor play and games, arts and crafts, imaginative play, team building games, cooking, and movie nights.

Food & Drink

All children who attend the after school childcare provision will be provided with light snacks such as juice, toast, popcorn, breadsticks, fruit and vegetables. We will take into account any allergies that are detailed in the registration form for children. Please note that the After School Childcare is a nut free zone.

Session Fees and Booking Sessions

Charges are based on timings, and **must be paid at least a week in advance** unless it is an emergency arrangement. Prices are:

3:30pm – 5:00pm: £6 per child

3:30pm – 6:00pm: £7.50 per child

4:30pm – 5:00pm (admission after a school enrichment club): £2:00

4:30pm – 6:00pm (admission after a school enrichment club): £4.50

Sibling Discount: For families with multiple children, the first child will be charged at the full price and each subsequent sibling will receive a 15% discount.

We must adhere to strict adult to child staffing ratios, therefore we must know in advance when children will be attending the after school childcare provision. The registration form asks you to

record which days and times you need the service so that we can plan for staff accordingly. We ask you to give notice as soon as possible should you no longer need the after school childcare service.

If you need an emergency space, you must contact the school office to book your child in. Please note that due to staffing ratios, we cannot guarantee acceptance of an emergency booking.

Payment

Fees are payable a week in advance, on the Monday prior to the week of attendance. Payments can be made via Parent Pay (for parents set up on the app), bank transfer or cash to the office.

For an emergency booking, payment must be made the day after your child attended.

If your child is ill and did not attend, your account will be credited. We cannot refund payments.

Bank details for BACS transfer payments will be shared with you once your registration is confirmed.

Picking Up and Late Pick Up

Please pick your child up via the main gate at the end of their registered session. If you are going to be late, please call the SAGA After School Childcare telephone number to inform us.

The school building must close at 6:00pm. Therefore, we ask that parents arrive to pick up their child by 5:55pm at the latest so that they can vacate the building by 6:00pm.

We understand that things happen and that people sometimes run late. We will allow a 10-minute grace period for late pick-ups but we ask that you call us to inform us that you are running late. If you are more than 10 minutes late from the end of your registered session, parents will be charged a penalty of £5 for every 15 minutes over the 10-minute grace period that their child is here.

If parents persistently pick up between 6:00pm – 6:10pm, the same penalty fee will be applied, this is because the school will be required to pay an hour's overtime to the After School Childcare staff and the building premises manager due to your lateness.

All penalty fees are applied at the headteacher's discretion.

Behaviour

We expect children to behave courteously and responsibly towards each other and to the staff in accordance with school policy. Incidents of unacceptable behaviour will be recorded and brought to the attention of the parents/carers. Persistent unacceptable behaviour may lead to the privilege of SAGA After School Childcare attendance being withdrawn.

Pupils with Additional Needs (SEND)

SAGA After School Childcare is inclusive and we will make reasonable adaptations to support and include all children that attend. Unfortunately, our staffing ratios do not allow for 1:1 support or high levels of support for children with additional or special educational needs. If your child has additional needs and you would like them to attend the after school childcare provision, we ask that you contact the headteacher to discuss the level of need and the support your child requires. If a greater level of adult support is required, you may have to pay additional fees to cover this staffing cost. Please note that our ability to offer this is dependent on the level and type of need and the availability of additional staff to work in the after school childcare provision to support your child.