



COSMIC CLUB Contract

*Quality wrap around care for children at
Overleigh St Mary's CE Primary School*



Cosmic Club

We provide quality childcare for the children of Overleigh St Mary's CE Primary School for children age 3-11. We aim to provide nutritious and filling breakfast/afternoon snacks which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that your child(ren) have a happy and safe time while at Cosmic Club.

Opening Times

We are open every day of the week during term time, from 7.30 - 8.50am (breakfast is served until 8.30am) your child(ren) can be dropped off at any time between these times. Children should enter Cosmic Club in the morning via the Gym door the Minis entrance will be confirmed at a later date.

The afternoon session runs from 3.15pm until 6.00pm **prompt**. Children can be collected at any time between these times from the school Gym. If you are late to collect your child(ren) this will result in you being withdrawn from the club with immediate effect.

Cost

The morning session costs £6 and the afternoon session £12 per session per day.

The cost includes breakfast/afternoon snack and activities. The cost does not change depending on the time you arrive or collect.

Payment must be made in advance and cancellation of places requires 4 weeks notice. Payment must be made for reserved places even if your personal circumstances change. Please note that refunds cannot be given and we do not offer credit.

Should an invoice remain unpaid a £10 admin fee will be added to the following months invoice. We reserve the right to refuse further bookings if the full fee is not paid in advance.

Payment should be made via our online system 'Parentmail' or with Childcare Vouchers.

Child Information Sheets

Please fill in the attached forms electronically with as much detail as possible. Please then send it to cosmicclub@overleightmarysce.cheshire.sch.uk. The details will be held by the Cosmic Club staff.

Policies

We have a vast range of policies and procedures which you are welcome to come and have a look at any time during our opening hours.

General

- Please enter and exit the club through the Gym door.
- We offer a range of activities including a homework area, reading area, craft corner and outside play; weather permitting.
- Due to COVID 19 we have changed the food on offer to the children. For breakfast children will receive a cereal bar and piece of fruit. After school we will be preparing each child a 'Snack Bag' the children can have if they wish. This will include items such as a piece of fruit and a small bag of biscuits. If the food options are not something your child would necessarily eat then please feel free to provide homemade food the child can bring and eat easily as staff will be maintaining a social distance of 2 metres. Please note that we will not be able to heat any food up, provide cutlery or plates. Your child will continue to bring a water bottle each day, Cosmic club can provide refills and sugar free cordial to add to the children's water if they wish.
- Children in Foundation stage, year 1 and year 2 will be escorted between the club and their classroom. Children in years 3,4,5 & 6 will make their own way from/to their classroom.
- We are always open to new ideas and suggestions or thoughts regarding Cosmic Club as we do appreciate your feedback.

Contact Details

Address: Overleigh St Mary's CofE Primary School
Old Wrexham Road
Handbridge
Chester
CH4 7HS

Managers Shanice Weeks and Francesca Baker
Play Worker: Dawn Barber
Play Worker: Nicola Warwick
Play Worker: Sarah Smith

Tel: 07902 290984
Please use the mobile number above during club opening times and the school number at any other time.

Ofsted Registration Number: 111290

Cosmic Club Child Information Sheet

A separate form is to be completed for each child

Child

Full Name:.....

Name (prefers to be called):

Home Address:

.....

..... Post Code:.....

Age:..... Date of Birth:

Parent/Carer

Name:.....

Address:

.....

Telephone: Mobile:

Email:

Contact in case of emergency (above will be called first)

1. Name.....

Address:

Telephone:.....

2. Name.....

Address:

Telephone:.....

Collection Arrangements:

The child named will be collected by the following adults only:

.....

Care Information

Please give details of any allergies, illness, special needs, dietary restrictions etc

.....

Doctor

Please give details of doctor and surgery that your child is registered with:

.....

.....

Medication

I will notify the Club Manager of any specific medication which may need to be administered to my child, and I understand that I will need to complete an additional consent form.

I agree to inform you in advance of any alterations in the above arrangements for collection my child.

Cosmic Club Emergency Consent

In an emergency, when a parent's attendance cannot be immediate, it may be necessary to obtain treatment for a child from a doctor or the casualty

department of a hospital. We would ask that you give your consent below in the unlikely event of this occurring.

Signed: (parent/guardian)

Name of Child:

Date of signature:

**Cosmic Club
Booking Form**

Child's Name:

Age..... Class

The following sessions are required commencing.....

Morning Session - £6 per session - 7.30am - 8.50am

Monday Tuesday Wednesday

Thursday Friday

Afternoon Session - £12 per session - 3.10/3.15pm - 6.00pm PROMPT.

Monday Tuesday Wednesday

Thursday Friday

Please remember:

The cost does not change depending on the time you arrive or collect. Payment must be made in **advance** and cancellation must be 4 weeks notice. We accept payment through Parentmail or childcare vouchers only. We do not offer credit. **We reserve the right to refuse further bookings if the full fee is not paid in advance.**

Parent/Carer Name.....

Signature

Date:.....

PASSWORD

We will be operation a password system when your child is collected from the club. Please ensure that any adult who has permission to collect your child is aware of the password. Please write your chosen password below.

Collection Password