



## Charles Darwin Before and After School Club PARENT PACK

### Who are we?

Set Your Sights is a Childcare, Sports and Drama coaching company that has been running workshops and Ofsted registered childcare in schools all over Norfolk since 2008. Our aim is to provide fun, safe and inspiring learning environments to allow all children to fulfil their potential.

### How will the club run?

The before school club will run daily from 7.40am - 8.40am during term time.

The after school club will run daily during term time and will consist of two options available to all children:

3:00pm - 5:00pm or 3:00pm - 6:00pm

These sessions are designed to introduce the children to many topics including Sport, Art, and Drama in a fun, safe and inclusive environment. Although these sessions will be planned and structured carefully, we do understand the need for children to have an opportunity to relax after a long school day and we shall pace the sessions accordingly. There is also a snug area for quiet reading.

### How much does it cost?

Before School Club - £4.50 per child per session

For After School Club, Half sessions (3:00pm – 5:00pm) costs £8.50, Full sessions (3:00pm - 6:00pm) cost £11.50.

### How do I book?

To be placed on the Before and After School Club Register, parents will need to complete a registration form -

<https://www.setyoursights.net/charles-darwin-primary-school-1>

Once registered, you will be able to book regular weekly sessions or adhoc sessions (space permitting).

We require bookings to be made by 1pm the day prior to the session for before school club and 1pm on the day of the session for after school club.

If you wish to cancel a before or after school club session, simply cancel by email by 6pm at least 2 working days prior to the session you wish to cancel and we shall take your child's name off the register. As long as we are informed by 6pm two working days in advance, there will no charge. Cancellation after 6pm two working days prior to the session or failure to inform us of a cancellation will result in the session being charged.

Please see below a table of cut off's for cancellation without a charge.

Session Cancel	Cancellation Cut Off
Monday	6pm Thursday
Tuesday	6pm Friday
Wednesday	6pm Monday
Thursday	6pm Tuesday
Friday	6pm Wednesday

Failure to inform us of a cancellation will result in the session being charged at £4.50 for before school club and a half session of £8.50 for after school club.

#### How do I pay?

We ask that all sessions are paid for in advance on a weekly basis. You are able to make BACS payments, tax free childcare accounts payments or pay using childcare vouchers.

BACS Details:

Reference: CDSC (Child's Name)  
Account Name: Set Your Sights Ltd  
Account Number: 65649260  
Sort Code: 30-65-65

If you wish to use childcare vouchers, we are registered with the following companies, including our registration numbers.

- \* Care-4 - 62665042
- \* Edenred - P21145804
- \* Co-operative Flexible Benefits - 85122231
- \* Kiddivouchers - search for Set Your Sights and select Charles Darwin Primary School
- \* Bravo Benefits - search for Set Your Sights and select Charles Darwin Primary School
- \* Enjoy Benefits - search for Set Your Sights and select Charles Darwin Primary School
- \* RG Childcare - 93243667771
- \* Computershare- 0024797202
- \* Fideliti - search for SET006C
- \* Sodexo - 864536
- \* Childcare Grant - CCG6225259

If your provider is not on this list, please email us and we will register with the voucher company.

#### Who will be running the club?

The After School Club team will be run by Set Your Sights staff members, who have specific expertise in delivering Childcare, Sports, Art and Drama workshops of the highest standard to Primary School children.

Staff will have an enhanced DBS check, relevant qualifications and there will also be a paediatric first aider at the club.

#### Where do I drop / collect my child?

All children will be dropped to the Before School Club via the the rear door off the playground. This door is directly under the before and after school club room (next to the fenced football pitch). We will be using the playground entrance gate. Staff will ensure all children are signed in.

All children will be collected from the rear door for Before and After School Club. This door is directly under the before and after school club room (next to the fenced football pitch). We will be using the playground entrance gate, as the school do for collection. The playground gate will be shut for the afternoon, however you will be able to open this to access our door. Please can we ask that you close the gate after use. While we are playing outside in the afternoons we will be locking this gate so the area is safe and secure for the children, however a member of staff will be on the playground to unlock the gate and let you in.

#### Further Information

Full club information (including our Policy Document, medication forms and registration forms) can be found on our website - <https://www.setyoursights.net/charles-darwin-primary-school-1>

If you have an emergency and need to contact the before or after school club please contact us on 07563 388207 (during club hours only).

If you have any further questions, please email us at [office@setyoursights.net](mailto:office@setyoursights.net). Our office hours are 9am - 1pm Monday to Friday during term time.