FLAG BREAKFAST AND AFTER SCHOOL CLUB

General Information
We aim to provide a happy, safe and stimulating environment where your child can have fun, make friends, and learn in an out of school setting.

FLAG Club is run by Stopsley Community Primary School and opens every school day during term time except teacher training days.

Breakfast: 8am – 8:45 – children are taken to their classes after the session
After School: 3:15pm (Reception) or 3:30pm (KS1 & KS2) – 5:30pm – children are picked up from their classrooms at the start of the session.

FLAG Club is based in Stopsley Community Primary School dining hall and accepts children from all school years Reception through to Year 6 (subject to availability)

Staffing
- Club Coordinator: Maureen Crichlow
- Contact: FLAG phone: 07933 943 657
- Email: flagclub@stopley.primarylutan.co.uk
- Additional staff are present at each session to plan activities and ensure the children have fun whilst playing and learning
- All staff and volunteers are DBS checked for their suitability to work with children
- A trained first aider is always present

Session Activities
At FLAG Club we aim to provide a wide range of regular activities for the children to enjoy. A selection of the following are brought out at each session:
- Board games & puzzles
- Lego and K’nex
- Crafts, drawing and colouring
- Playdough
- Role play toys
- Air hockey, table football and darts
- Barbies, dolls and Polly Pocket
- Cars and train set
- Library
- Playmobile
- Outdoor play

Occasionally we run special* and/or themed activities such as:
- Biscuit decorating
- Easter egg hunt
- Parties
- Picnics
- Chicken & chips special treat meal

*small extra costs may apply
Food
We provide a wide range of healthy food and snacks for the children attending FLAG Club (allergies and food preferences can be noted at registration).

Breakfast: Served between 8am – 8:20am
- Cereal
- Toast
- Crumpets
- Juice or milk
- On the last day of every half term we host ‘Chocolate Friday’ where chocolate brioche and chocolate cereal is available

After School: We offer a simple snack and aim to eat at 4pm
- Bread and butter, fruit and milk are served daily
- Sandwiches with fillings are served twice a week

Fees & Cancellations
- Breakfast: £2.50 per session – all Key Stages
- After School:
  - Reception: 3:15pm – 4:30pm: £4
  - Key Stage 1 and KS2: 3:30pm – 4:30pm: £3.50
  - Reception, KS1 & KS2: 4:30pm – 5pm: £2
  - Reception, KS1 & KS2: 5pm – 5:30pm: £2
- Total cost of session will increase to £10 if a child is picked up after 5:30pm
- Fees will still be charged if a cancellation is not made with at least 24 hours notice regardless of the circumstances
- Payments must be in advance but can be paid for individual sessions, weekly, monthly or per half term
- If accounts are not clear at the end of every half term, no further bookings can be made until account is clear
- Payments can be made in cash, online bank transfer or child vouchers (please speak to your employer regarding child voucher payments).
- Information available from the FLAG Club Co-ordinator regarding information needed to set up bank or voucher payments

Registration & Bookings
- For a registration form, please contact the Club Co-ordinator on the number above or ask the office staff at Stopsley Community Primary School
- Registration forms must be fully completed and signed – one per child
- Registration does not guarantee places at FLAG breakfast and after school club
- Booking forms must be completed and returned to the FLAG Club Co-ordinator or the main school office marked FAO: FLAG Club
- Bookings are issued on a first come first served basis via the Club Co-ordinator
- Subject to availability emergency bookings can be requested via the FLAG phone or email
- In order to ensure safety we are restricted to the number of available places each session
- The Club Co-ordinator must be informed if your child is attending any other after school clubs. This will not affect their long term booking but will open places in the interim and prevent unnecessary charges for non-cANCELLED sessions
Please inform the school office of any days your child/ren will be attending FLAG Club after school.

Safety and Discipline

- Flag Club follows the same code of conduct and Golden Rules that the children learn and follow every day at school.
- We give a certificate and small prize for our 'Star of Week' every Friday.
- FLAG Club has its own 'Golden Rule Book'. Children who have shown exemplary behaviour and/or manners during the session have their name entered into FLAG Club’s Golden Rule Book giving them the chance to win a prize in the half term raffle.
- In extremely rare occasions where a child behaves in such a way that is physically or verbally intolerable towards a staff member or child we will have no alternative but to suspend your child from FLAG Club for a period of two days.
- Following a suspension, the Club Co-ordinator and the Head Teacher will be in communication with parents/carers, after which a joint decision will be made by the Co-ordinator and the Head Teacher as to whether your child will be allowed to return to the club or should be excluded permanently.

Dropping off & picking up children

- **All children must be signed in and out when being dropping off and picked up**
- The entrance for FLAG Club is located just past the main office entrance; simply walk past the main entrance and turn right through the wooden gate, following the path round to the dining hall.
- If the weather is nice after school we often take the children out to the playground and the dining hall door will be locked. Please call the FLAG phone number printed on the door and your child will be brought back inside.
- If by 5:45pm a child has not been picked up and no contact has been made with staff, staff will continue to attempt contact with parents/carers and those listed on registration forms. If after 30 minutes (6pm) contact has still not been made FLAG Club staff will contact social services.
- No smoking is allowed on the premises while waiting to drop off or collect your children.

Thank you for choosing and trusting FLAG Club to care for your children. We look forward to getting to know them and encourage them in their play and learning throughout the school year.