



Holy Family Clubhouse Handbook



About Us

Holy Family Clubhouse believes in creating a safe, welcoming and stimulating environment for children in its care. We believe that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

Our Service

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service; offering a Breakfast Club and After-school Club during term-time. This service is available to children aged 3 to 11.

HF Clubhouse caters for up to 30 children at a time, ensuring there is a ratio of 1:8 at all times. For Nursery children the ratio will be 1:4.

Breakfast Club operates from **7.30am till 8.45am** after which the children will be walked round to their class. A healthy breakfast is offered from 7.30am till 8.20am. This may include a choice of cereals with milk, bread, toast with spreads, fresh & dried fruit and dilute juice.

After-school Club operates from **school closure till 5.15pm**. Children will be offered a healthy snack choice, which varies daily along with fruit, juice or water. Snacks will include wraps, popcorn, fruit, rice cakes, crackers & crisps.

Allergens and dietary requirements will be catered for.

Activities

Activities include arts and crafts, baking, games, trips to the park and healthy snacks. Activities are devised around a weekly theme and will be created with the child's individual needs and interests. Children will have access to the hall & outdoor playground/field throughout the provision (weather permitting).

All our activities are conducted to the same high standard as that of the educational provision in school. Most importantly we want all of our children to feel safe, secure and have lots of fun along the way!



Say HELLO to our friendly team:

Miss Kenworthy ((HLTA) Manager)

Mrs Hannah (TA Level 2)

Mrs Coughlin (Support Staff)

Miss Jones (Ta Level 2)

Miss Evans (TA Level 3)

Mr Turpin (TA Level 2)

Mrs Mooney (TA Level 2)

All staff hold a current First Aid and Food Hygiene qualification.

Booking your place

To secure your child's place at either our breakfast or after-school provision we kindly ask that you book using Parent App. The booking form will be made available on Monday morning for the following week's places. Parents will be notified via Parent App when booking is open and this will remain open until Friday at 5pm.

Parents are kindly reminded to only complete this form should they require provision for the following week.



Fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

The standard daily fee for attending the breakfast club is £5.00 & £9.00 for the after-school club.

The following conditions are also in place:

- All fees must be paid weekly in advance once a place has been booked via Parent Pay.
- HF Clubhouse will accept childcare vouchers.
- Fees are still charged if attendance is booked and the child does not attend, unless a 24-hour notice period is given to school via email



Contact Details

If you have any further questions then please do not hesitate to get in touch.

To contact us, please email us at **hfcclubhouse@holyfamilycronton.co.uk**. During operational hours you may also contact us at 07874062173.

