



## INFORMATION LEAFLET 2025/26

### ABOUT THE CLUB

St Peter's Funclub provides before and after school and holiday care for children between the ages of 4 to 11 years old. We provide fun, energetic, and exciting activities in a warm, friendly and secure environment in the school.

### OUR AIMS

- To provide a fun, caring, happy, stimulating, and safe environment for all children and staff, before and after school and during school holidays.
- To offer a wide and interesting range of different activities which will allow children to use their energies constructively, to learn and to relax when needed.
- To provide parents with a stress-free, reliable, open and honest service, with as much flexibility as possible.
- To work with the school towards mutual goals and co-operate with any special arrangements wherever possible.

It is our policy to help all children to develop a positive self-image, confidence and independence together with a respect and understanding of other children and adults, regardless of their colour, race, religion, special needs or gender.

### HIGHLY MOTIVATED AND QUALIFIED STAFF

Funclub is run by our manager Craig Radcliffe, together with an amazing team of enthusiastic and caring staff.

### REGISTRATION

Fun Club is registered with OFSTED, the reference number is EY475827.

An enrolment form/contract is required before any booking can be taken. You will be given a Family account for invoices and other correspondence.

### ADMISSIONS

Bookings for fixed sessions need to be made in advance, with four weeks written notice or fees in lieu of any changes or cancellations. This ensures we always have the correct staffing ratios for the number of children attending. Additional sessions may be booked up to 8.30am on the day they are required, subject to availability. Bookings will be allocated on a first come, first served basis.



## INFORMATION LEAFLET 2025/26

### WHAT WE DO

- **Before school** we offer indoor activities, keeping the children entertained but not over-excited, with arts and crafts, quizzes, reading, toys and games.
- **After school** activities are planned to encourage as much outdoor time as possible, with sports such as football, basketball, netball, group games, and other physical activities. Indoors, we offer a varied programme of activities, such as arts and crafts, messy play, role play, construction, model making and reading. We always welcome other suggestions for activities from children and their families and involve the children in the planning of activities.
- **Holidays** are planned in advance to offer fun care throughout each school holiday. In addition to free play the children can experience a variety of activities at the school such as arts & crafts, quizzes, karaoke, dance, physical games, baking and many other fun activities. We like to visit local play parks and woodlands in addition to coach trips during the summer. For full details please see the separate holiday information leaflet.

### PROVISIONS (FOOD & DRINK)

Before school we provide drinks, fruit, toast and cereals, served until 8.30am.

After school, we provide a light snack, this may be wraps, sandwiches or crackers with fruit and salad, not to replace an evening meal but to provide an afternoon drink and snack for hungry children. We ensure that any special dietary requirements are catered for.

During the school holidays, we provide the above and request that your child brings a healthy packed lunch each day.

### HOURS

Before School	7.30am onwards
After School	Until 6.00pm
Holidays	7.30am to 6.00pm

The club is open: Term Time; Monday to Friday except bank holidays/training days  
School Holidays Monday to Thursday except the Christmas holiday.



## INFORMATION LEAFLET 2025/26

### FEES FROM APRIL 2025

Before school session	(7.30am onwards)	£9.00
After school session	(until 5.00pm)	£12.75
	(until 6.00pm)	£14.25
Holiday part day	(9.00am – 3.00pm)	£37.00
Holiday full day	(7.30am – 6.00pm)	£48.00

A 10% discount is available where two or more siblings attend the same session at the same location as their full paying brother or sister.

Please note that fees are payable for booked sessions, regardless of whether your child attends, and are also payable if you take your child out of school during term time. Fees will be invoiced and are payable in advance of attendance. Failure to pay on time means that a late payment fee of £5 per child per week overdue will be charged, and your child's place may be withdrawn.

Late collection fees apply if you fail to collect your child before our closing time: £10.00 after 6:00pm term time or during holidays.

You can pay using most childcare vouchers, saving a significant amount of Tax and National Insurance. If you would like to pay us directly into our account, our bank details are as follows:

Santander, Sort code: 09-01-28, Account No.: 55736384

If you do make any direct payments, please use the reference:

STP (St Peters) and your child's initial and surname

### DROPPING OFF AND COLLECTING YOUR CHILD

If any person other than the usual carer is collecting your child, we must be informed beforehand. The person collecting must be known to the child and will be asked to provide identification or a password, which you will provide on enrolment. We must also be informed if your child is booked into a session but will not be attending. This is for the security of your child, to ensure they are picked up from school and accounted for at the end of the school day.



## INFORMATION LEAFLET 2025/26

Please note, our insurance does not cover your child before 7.30am or after 6.00pm. Children must not be dropped off before this time or collected later than 6.00pm.

### SAFEGUARDING CHILDREN

Please note that if we have any concerns about your child's development, welfare, or safety, we will speak to you immediately. We are required to keep records of these concerns and when we feel it necessary, the advice of other professionals will be sought (in accordance with our policy). All matters will always be dealt with in consultation with parents/carers and in the strictest confidence.

### COMPLAINTS PROCEDURE

If you have any cause for concern you should in the first instance take it up with the Club Manager. We would always hope that any concerns a parent/carer may have would be raised and dealt with by negotiation and discussion between parent/carer and the appropriate staff at the time of occurrence.

However, should the issue remain unresolved then the Club Manager should be contacted either verbally or in writing. The manager will then investigate the complaint and try to resolve the issue speedily and appropriately contacting and informing all those involved.

If the matter cannot be resolved to the parents/carers' satisfaction, then they have the right to raise the matter with OFSTED at:

Ofsted,  
Piccadilly Gate,  
Store Street,  
Manchester.  
M1 2WD  
TEL: 0300 123 1231