




Our aims are:

-  To provide a safe, secure, happy and stimulating indoor and outdoor environment where children can relax and enjoy their out-of-school time.
-  To develop positive relationships with parents and respond to their, and their children's, needs.
-  To provide quality, affordable and flexible year-round childcare.



The Avenue, Alnwick
Northumberland NE66 1UL

www.swansfield.northumberland.sch.uk

TicToc

OUT OF SCHOOL CLUB



@ Swansfield Park First School

Tic Toc Club is an out of school and holiday club run by **Swansfield Park First School**. The club offers childcare to children between the ages of 3 and 13 from Monday to Friday between 07.30 and 18.00 for 51 weeks of the year (*closed between Christmas and New Year*).

We collect children from Swansfield Park First School and St Paul's School. Tic Toc Club is also a safe place to be for middle school age children, who can come to us before and after school.



Fees

Breakfast Club *(term time only)*

07.30 - 08.45 £3.50

08.00 - 08.45 £2.00

After School Club *(term time only)*

15.00 - 18.00 £10.00

£4 for first hour, or any part thereof

£2 for each additional 30 mins, or any part thereof

Late pickup charge £5.00

Cancellation charge £4.00

If less than 24 hrs notice given

Holiday Club

08.00 - 18.00 £15.00

08.00 - 12.00 £10.00

13.00 - 18.00 £10.00

Late pickup charge £5.00

Cancellation charge **Full fee**

If less than 24 hrs notice given

Times and charges are accurate at the time of publication, please check with staff.



Registration

Registration forms must be completed for each child prior to first attendance at the Tic Toc Club. A one-off non-refundable registration charge of 10 is levied to cover initial administration costs.

Booking

Bookings should be made by the day before a place is needed. An administrator is available between 09.00 and 11.45 daily to take or amend bookings.

Food

During term time the children are provided with a healthy snack and a drink when they arrive at the club.

During Holiday Club the children are required to bring a packed lunch and a drink with them. We will provide healthy mid-morning and mid-afternoon snacks.

After School Club activities

At the after school club children will have access to a range of indoor and outdoor activities including craft activities, games and sports. Children are encouraged to spend the time unwinding after their day in school.

Holiday Club activities

The Holiday Club runs a variety of themed weeks. Children can mix with their friends and join in with numerous different activities from cooking to craft, or pond dipping

to painting. Each session is planned in response to discussions with the children, and allows them to learn new skills or try different activities. Children are encouraged to spend at least some part of each session outside, where they have access to the school field and playground for a variety of games and activities.

Arrival/Departure

All children should arrive and be collected promptly by their parent/carer only. Notification must be given in advance of a different person collecting a child by completing the collection log in the setting. Middle school aged children can leave for school and arrive from school independently.

Staffing

There are trained paediatric first aiders and qualified childcare practitioners/ playworkers working with the children at all times. All staff have valid DBS certificates.

Billing

Bills are issued in arrears on a monthly basis. Parents have 10 working days to pay bills otherwise a late-payment fee of 10% of the outstanding amount will be charged. Persistent non-payers will result in their child being barred from attending the club.