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.



Swansfield Park Primary School

The Avenue, Alnwick
Northumberland NE66 1UL

Daytime Telephone:
01665 602267 *or* **603413**

Evenings/Holidays:
01665 606032

www.swansfield.northumberland.sch.uk

Ofsted
raising standards
improving lives

Unique Reference Number (URN): **122172**

TicToc
OUT OF SCHOOL CLUB

@ Swansfield Park Primary School

Tic Toc Club is an out of school and holiday club run by **Swansfield Park Primary 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 Primary School and St Paul's School.

Tic Toc Club is also a safe place for school age children to come to 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)*

£4 for first hour, or any part thereof
£2 for each additional 30 mins, or any part thereof

15.00 - 18.00	£10.00
Late pickup charge	£10.00
Cancellation charge If less than 24 hrs notice given	£4.00

Holiday Club

08.00 - 18.00	£15.00
08.00 - 13.00	£10.00
13.00 - 18.00	£10.00
Late pickup charge	£10.00
Cancellation charge If less than 24 hrs notice given	£10.00

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 per family is levied to cover initial administration costs.

Booking

The safety and wellbeing of your child is our main priority and in order that we comply with staff / pupil ratio requirements we are unable to accept any child who has not been booked in.

As staffing is organised in advance all sessions should be pre-booked no later than 6pm on the previous working day. Bookings can be made by telephone, in person at the school office or online via schoolmoney.co.uk.

We must also charge for places that are cancelled at short notice. If less than 24 hours notice is given a cancellation fee of £4 will be charged for after school sessions and £10 for holiday club.

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. Children attending schools other than Swansfield can leave for school and arrive from school independently.

Parents/carers must sign their children out at the entrance area. For safeguarding reasons access inside the building is restricted to staff only.

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

Payment can be made online via schoolmoney.co.uk or by cash or cheque at the school office. We also accept childcare vouchers.

Text and email reminders will be sent automatically each Friday informing you of any payments outstanding for sessions taken during that week and payment should be made immediately. Bookings for the following week will not be accepted if your account is in arrears.

Families paying with childcare vouchers should ensure that they have sufficient vouchers available to cover the Tic Toc payments.