

THE GF HUB BREAKFAST AND AFTER SCHOOL CLUB

All year groups

Welcome to the GF Hub! Our aim is to create a friendly and relaxed club where children will have the opportunity to have fun, make new friends and chill out after a busy day at school in a safe, closed and nurturing environment managed by professional staff.

Place:

EYFS block in the old Nurture room. The children will be able to be outside when weather permits. We will have the use of the Lower school hall when not occupied. Dropping off and picking up will be from the fire door by the bottom of the outside steps leading into the Lower School hall.

Times:

Breakfast club 7.30am-8.50am & After school club 3.15pm-6.00pm

Costs:

Breakfast club £6.00 & After school club £11.00

Bookings:

Bookings should be made via the School Gateway, this is our online payment system. School Gateway is quick and easy to set up and reduces paper work for our parents and school. If you need assistance in setting up your School Gateway account, please ask at the school office. Parents may select the session/sessions that the child/children attend and this can be different from week to week. If you require any additional sessions at short notice you can check availability and book online up to 7pm the day before. If you need any help with booking or are unable to book onto a session please contact Mrs Howe on baasc@gardenfields.herts.sch.uk. Please email baasc@gardenfields.herts.sch.uk if your child is not going to attend for any reason.

Payment:

Payment will be required at time of booking. We accept payment using childcare vouchers and if you wish to pay by these methods, please contact us in advance of booking and we will credit your School Gateway account accordingly. Please contact Mrs Regan on baasc@gardenfields.herts.sch.uk if you are paying with childcare vouchers.

Morning Activities:

A nutritious breakfast is served, comprising of a choice of healthy cereals, toast with a variety of toppings, muffins, waffles, pancakes, fruit and milk. Children are not permitted to bring their own food as we have a number of children with food allergies. There will be a selection of calm activities during the morning session; colouring, puzzle, board games, storytelling, role play. Please ensure that your child arrives by 8.15am if they require food.

Afternoon Activities:

During the afternoon we will serve a 'sandwich style tea', children will be encouraged to make their own sandwiches, support will be offered to those who may need it, from a selection of breads; sandwich, rolls, tortilla, pita bread and choose from a selection of toppings. Water and fruit will be available throughout the afternoon. During the cold weather we might be able to offer a warm drink, beans on toast etc. There will be a variety of activities and resources available for the children to choose from, arts and crafts, board games, puzzles, Lego, team games and themed yearly events;

Pancake day, Multicultural festivals, Chinese New Year, Easter, Christmas, Halloween. Children are able to start/complete their homework if needed. During the term we might bake a cake, make our own pizza sandwich or watch a movie.

Other information:

Parents will inform us if their child is attending another before/after school club activity whilst attending the BAASC club. The GF Hub staff will collect/deliver the child to/from the before/after school activity club. The children will have their breakfast/tea either before or after other school activities.

Parents will inform us if there are any variations to normal collecting arrangements or changes to current contact or medical information.

Late collections after 6.15pm will be subject to a charge of £15.00 per child and added to your School Gateway account.

The child's place might be withdrawn if the child is: frequently late collected, a child's behaviour is disruptive and/or they do not follow instructions, a parent is in arrears with payments and despite reminders payments is still not received.

The GF Hub will close at 5.00pm on the last day of term when school closes at 1.15pm. We are part of Garden Fields school so follow the same Policies and procedures. We are also covered under the Garden Fields OFSTED inspection.

Cancellations/Refunds

In the event of bad weather and the school being closed, the GF Hub will be cancelled. No refunds will be given. If you need to cancel a session, please contact Mrs Howe on baasc@gardenfields.herts.sch.uk. We are unable to give credit for sessions cancelled with less than one week's notice. We are also unable to make any changes to bookings unless we have a minimum of one week's notice. We work on a ratio of 1 adult per 8 children and need sufficient time to ensure that we have adequate numbers of staff in place and that staffing is cost effective.

No refunds will be given to your child being absent due to illness. All parents must sign and return the GF Hub agreement form prior to their child attending the club.

If you are delayed or need to contact the GF Hub during the club sessions the phone number is 07340 080939, at other times please email the club on baasc@gardenfields.herts.sch.uk.

Yours sincerely,

Mr A. Farrugia
Head Teacher

Mrs I. Howe
The GF Hub Manager