



Adswood Primary Wrap Around Care APS Club





Welcome

The APS Club exists to provide high quality after school care for children attending Adswood Primary School. Run by school staff, it provides a range of stimulating and creative activities in a safe environment.

Staff

Staff are trained in Safeguarding and Emergency first Aid and are fully conversant in all school policies and procedures. Staff have been employed to ensure that the children enjoy the highest quality experienced after school club.

If you need to contact any member of the team please email:

headteacher@adswood-pri.stockport.sch.uk



APS Club is open from 3:15pm to 5.45pm Monday - Thursday and 3:15pm-5pm Friday.

All children are collected from their classrooms by a member of staff, any children attending extra- curricular activities after school will be taken to APS Club by the club leader when the activity has finished.

Whilst in APS Club all children are provided with a healthy and nutritious snack with a variety of options throughout the week. This is not a replacement for an evening meal it is only a snack.

In APS Club all children will have the chance to engage in a wide selection of indoor and outdoor activities and a number of themed nights are planned throughout the year.



Sessions and Prices

To book a session please use Parent Pay.

Under "Bookings and Payments" you will see the following options:

APS Club: 3:15pm to 5.45pm (*Including snack*) £10.00

(Monday - Thursday 3.15pm - 5.45pm, Friday 3.15pm-5.00pm)

The closing time for making bookings or changing bookings is as follows:

APS Club: bookings must be made by Friday at 1pm
for the following week.

If your child is attending an extra-curricular club and you wish your child to attend APS Club afterwards, please book the relevant finishing time session as normal.

Child Care Vouchers

Child care vouchers are accepted. Please contact the school office on admin@adswood-pri.stockport.sch.uk or 0161 483 5003 to inform us that you would like to use these. Please note there may be a delay in your Childcare Voucher provider setting this up and you will only be able to book places once we receive confirmation from the provider. You are advised to contact the school office and voucher provider as soon as possible



Terms and Conditions

By booking your child into the APS Club you agree to the following:

1. Fees for the club are payable at the time of booking. Payment is by card using the Parent Pay account.
2. It is the responsibility of the parent/carer to cancel the booking if the child will not be attending, this includes if your child is off ill or on a school event. If the place is not cancelled you will not be refunded for the place.
3. For APS Club cancellations, please email admin@adswood-pri.stockport.sch.uk up to 7.00am on the day. No refunds will be issued if your child does not attend and you have not cancelled the session in the time period as this has withdrawn a place from another child.
4. Only authorised collectors may collect your child from APS Club. Please contact the club via email if you would like another person to collect your child.
5. Prior to commencing APS Club, you must return a registration form to ensure that we hold the correct emergency contacts, medical/dietary and authorised collector details.
6. The Adswood Primary School Policies can be viewed on the school website.
7. Pick up for APS Club is via the main school entrance.
8. We do not accept pupils on a "drop in basis" due to safeguarding and staff ratios, all bookings must be pre-booked. If you have an emergency, please contact the school office on 0161 483 5003.

Late Collection Policy



If you do not collect your child on or before 5.45pm, a late collection fee will be invoiced of £10.00 per 15 Minutes.

For safeguarding reasons staff must stay on site until the child is collected, incurring additional costs to the club.

Payment of the late collection must be made within 7 days or you will be unable to book further sessions.

If your child is joining the school, on their first day you will receive an email with log in details to create an account. If you require APS Club on their first day at school, please contact Miss Hammond (School Business Manager) to book via admin@adswood-pri.stockport.co.uk

If you already have an account and cannot remember your password, you can reset your password using the app, entering the email you have provided/forgot password

If you have any difficulties using Parent Pay please contact the main office on 0161 483 5003 or via email: admin@adswood-pri.stockport.sch.uk



APS CLUB



Registration Form

Please complete this form if you would like to register your child to attend the APS after School Club. These details will be held securely by Mrs M Smart

One form should be completed per child and will be checked and updated annually.

CHILD DETAILS:

NAME OF CHILD:..... CLASS:.....

HOME ADDRESS.....

.....

DIETARY REQUIREMENTS:.....

MEDICAL CONDITIONS:.....

ALLERGIES:.....

ADDITIONAL NEEDS/SEND:.....

PARENT/CARER CONTACT DETAILS:

NAME:.....

PRIMARY CONTACT TEL:..... SECONDARY CONTACT TEL:.....

RELATIONSHIP TO CHILD:.....

NAME:.....

PRIMARY CONTACT TEL:..... SECONDARY CONTACT TEL:.....

RELATIONSHIP TO CHILD:.....

OTHER AUTHORISED COLLECTORS:

NAME:..... RELATIONSHIP TO CHILD:.....

NAME:..... RELATIONSHIP TO CHILD:.....

CODE WORD:.....

I have read and understood the following Terms and Conditions and booking criteria:

SIGNED:.....

DATED:.....



1ST Childs Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First Language:	Year group/Class:

After School Club sessions requested (tick pick up as required)

Monday	Tuesday	Wednesday	Thursday	Friday

Please collect my child after his/her extracurricular activity at school and escort to the club. Please give details here

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2nd Childs Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First Language:	Year group/Class:

After School Club sessions requested (tick pick up as required)

Monday	Tuesday	Wednesday	Thursday	Friday

Please collect my child after his/her extracurricular activity at school and escort to the club. Please give details here

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