



**Miss Mai's After School Club
Bynea Primary School
Saron Road
Bynea, Llanelli
SA14 9LT**

Dear Parents and Guardians,

I have been asked by the school if I would be willing to run an afterschool club at the school. It is my pleasure to do so and we will be running a club in Bynea school hall from 3.05pm (when the children finish school) until 5pm Monday to Friday during term time, starting September 2022. The club will be available for children at the school from nursery age to year 6.

The Club: The club will be held on a term time basis only and is located within the main hall of the school. The Club has been developed with your child in mind and we provide toys and equipment that will promote the advancement of your child, with an emphasis on play, fun and enjoyment. Curriculum planning and child development are an integral part of our practice. Together with the main hall of the school, we have full use of the outside play areas.

Staffing: We have a highly qualified staff team. They will be responsible for the care of a specified number of children at any one time. Staff will be allocated on the following terms: Children 3-12years: 8 to every 1 staff member

Daily Registration: The safety of your child is of paramount importance to us. On arrival at the Club each day your child will be signed in on our daily register. There will have been a previous agreement regarding who is expected to collect your child at the end of their session. It would be preferable that any person who is expected to collect your child is introduced to us beforehand. All children must be collected from the school doors.

Snacks: Whilst at the Club your child (ren) will be provided with a snack and drink from a weekly planned menu taking into consideration all allergens and dietary requirements.

Fees: Initial registration £10.00 per child. Tariff: £7.50 per session per child

Payment: All fees are calculated on a calendar month basis and are payable in advance on the first day of every month. A late payment fine of £5.00 per day will be incurred for every day after the first of the month that fees remain unpaid, and your child (ren) will not be allowed to attend the Club. Payments can be made by standing orders only. Cash or cheques are not accepted. 4 weeks notification of changes to fees will be given to parents/carers in writing.

Holidays: The club will be closed for all school holidays. No fees are payable for such holidays. Any extra holidays taken will need to be paid in full for your place at the Club to be kept.

Policies: We have a file of policy documents related to the care of your child all of which are available for you to see at the Club.

Termination: If you wish to terminate your child's place at our club, you will be required to provide 4 weeks paid notification.

Complaints procedure: If you have any concerns about your child or their care whilst at the Club, we encourage you to actively seek out a member of staff to discuss your concerns. Alternatively, as the 'responsible individual' I would be more than happy to try and help you with your concerns and you can contact me (Mai-ling Williams) direct on; 07487831640

Sickness: We are not able to accept sick children at the Club. If your child is ill, we would appreciate a phone call to notify us that they will not be attending to assist with staff ratio allocation. If your child is ill whilst in our care, you will be contacted to collect them to avoid cross-infection with other children (in line with the local Health Board's communicable diseases policy).

We look forward to working with you and your children,

Yours faithfully,

Mai-ling and the staff at Miss Mais

For further information contact mailing0107@outlook.com or 07487831640