

# Welcome to

# PALS

(Pre-School and Late Stay)

## St Thomas' CE Primary School



- What service do we provide
- Fees and Payment
- The Waiting List
- Registration

## What Service does PALS Provide

PALS at ST Thomas Primary School covers both pre-school and after school care for your child during term. We aim to provide a fun, caring and stimulating environment for your child.

## Operating Times:

We currently operate during term time only.

**PALS - Breakfast Club: 8.00am-8.55am. (Early drop off available at 7.45am with prior agreement or siblings across both sites)**

**PALS - After School Club: 3.15pm-6.00pm.**

## PALS Breakfast Club

At Breakfast club the children are encouraged to eat breakfast as soon as they arrive, leaving them plenty of time to play. A variety of games are set out including table tennis, playmobil, Lego, jigsaws, Scrabble, paper and colouring pens for the children to play with. We sometimes have a children's TV channel broadcasting and when the weather allows we also aim to incorporate some outdoor activities.

For breakfast children are offered a choice of cereals and or freshly made toast together with a drink of fruit juice or milk. A fresh fruit platter is prepared every day and we often have alternative items for breakfast such as bagels, crumpets, baked beans on toast etc.

At the end of the session we have ten minutes tidy up time and the children are allowed to leave the hall, once the teachers are on their way to the classroom. Children in reception are accompanied to their class for the first few weeks by a member of staff.

## PALS After School Club.

The emphasis at after school club is on self-directed play supported by a key craft activity and team games. We encourage the children to have fun whilst respecting the different activities of others and whenever possible we encourage the children to spend some of the session outside in the playground.

After a register is taken the children sit down together to eat a snack and a drink. We encourage each child to eat a piece of fruit first and this is followed by a snack and a drink of juice. We have a rotating snack plan so that each day within a week and each week within a half term is different. Typical snacks include yoghurts, dips and vegetable sticks, cheese and crackers, rice cakes, and sandwiches. We aim to maintain the balance between healthy items and those that the children consider more of a treat, this is reflected in our expenditure on food with over 35% being spent on fruit and vegetables.

Throughout the session the children have access to further fruit and squash if they wish.

Craft activities: in addition to the more obvious seasonal crafts such as Mother's Day cards, Christmas cards etc the children have access to a cross section of art media and all children are encouraged to join in. Some recent projects have included making a display of snowflakes for Tesco, junk modelling and more recently Football and World Cup themed artwork.

The children also have access to a selection of toys and games for both indoor and outdoor play.

## Fees & Payment:

**Breakfast Club:** £5.50/session.

**After School Club:** £11.00/session.

Parents receive a half term invoice, usually one month prior to the payment due date. Payment can be made in cash, by cheque or through a voucher scheme, if your employer utilises one. Registered voucher schemes currently used are: Edenred (Accor), Care-4, Computer Share Voucher Services, Sodexo, Fideliti, Kiddi vouchers and Early Years.

## Waiting List & Registration

If you would like to use PALS please fill in the Registration form at the back of this document and return it to school FAO: Stella Thomas. There is a waiting list so places are subject to availability and will be on a first come first served basis.

In the event that we are unable to offer you all or any of your requested days your child will automatically be placed on the waiting list for that day/s and your cheque will be returned. As places become available your child will move up the waiting list so please keep Stella Thomas updated with any changes to your requirements.

## Start Date

Reception children are unable to start PALS until after their two week introduction to class is complete. Children and parents will be invited to visit PALS and meet their Key worker prior to their start date.

# PALS Registration Form

Childs Name	
Class	
Date of Birth	

Date	
------	--

Email	
-------	--

Childs Name	
Class	
Date of Birth	

Home Address	
--------------	--

Please place \* against the number we are most likely to reach you on.

Emergency Contact Numbers	
Name	
Mobile	
Work	
Home	

Doctors Name
Telephone Number

Payment- Preferred method, please tick box	
<input type="checkbox"/>	Half Term Cheque
<input type="checkbox"/>	Voucher payment scheme

Emergency Contact Numbers	
Name	
Mobile	
Work	
Home	

Please indicate which sessions you would like your child to attend.  
**Breakfast club, 8am-8.55am**  
**If you wish to drop off at 7.45am-8am please indicate with an E**

<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tues
<input type="checkbox"/>	Wed
<input type="checkbox"/>	Thur
<input type="checkbox"/>	Fri

Emergency Contact Numbers	
Name	
Mobile	
Work/ Home	

**After school Club, 3.15pm-6pm**

<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tues
<input type="checkbox"/>	Wed
<input type="checkbox"/>	Thur
<input type="checkbox"/>	Fri

**Please make us aware of any medical conditions or allergies your child has:**

--

**Please state any likes or dislikes your child has:**

--

Please return to school for the attention of Stella Thomas, PALS Manager, by **Friday 3<sup>rd</sup> July**.

St. Thomas' CE Primary School, Wellington Rd North, Heaton Chapel, Stockport SK4 4QG.

Any late submissions could affect availability, putting you on the waiting list.

**If you have any queries do not hesitate to contact Stella Thomas on 07598 327350.**