



SBCC at St Cuthbert's Teatime Club Guidelines for Parents

Thank you for choosing SBCC Teatime Club within St Cuthbert's RC Primary School. As you are aware these activities take place outside of normal school hours. However, there are still guidelines that must be followed to ensure the safety of your child, other children, equipment and facilities. Please be aware of the following points

- All bookings must be made by contacting, Stacey Button at SBCC on 07946490096. School cannot take bookings for attendance.
- You must ensure your child is picked up by a responsible adult, who is known to SBCC staff, at the end of Teatime Club no later than 17:45. Any changes to the person collecting your child must be given to SBCC staff prior to pickup.
- A medical history form must be completed and signed prior to booking a place. A parent must bring the required form to the club before your child's first attendance. Any changes to personal information must be notified to SBCC staff as well as any changes in conditions and medications etc must be notified too.
- Parents must follow the SBCC payment policy and there will be no exceptions made after non-payment.
- Your child must follow the code of conduct when taking part in Teatime Club. You must discuss this with your child. Failure to follow the code of conduct may result in your child being stopped from attending.



SBCC at St Cuthbert's Payment Policy Teatime Club

- Payment can be made in cash or cheque.
- Cheques to be made payable to Stacey Button
- All payments need to be made prior to attendance.
- Short notice places can be provided in exceptional circumstances by contacting Stacey Button on 07946490096. Payments from these sessions must be made on collection of your child.
- Any pick up later than 17:45 WILL incur a £10 surcharge that covers the overtime payment of the caretaker and keeping the school premises open after hours.