



# Wraparound Care for St Louis Catholic Academy

Launching April 2024

## About Premier Education...

**Premier Education is the largest children's coaching company of its kind in the UK, delivering to over 9 million children in the last 12 months alone. Premier Education have been delivering high quality sport, performing arts and wellbeing sessions to children since 1999. We support teachers in their curriculum delivery and provide parents with an invaluable service before, during, and after school, as well as during holiday periods.**

As a founding member of UK Active Kids, and the first organisation of its kind to be awarded the highly prestigious Quality in Study Support (QiSS) kite mark, Premier Education works closely with schools across the country to inspire children to live a healthy, fit and fun life.

## Premier Education at St Louis Catholic Academy

**Premier Education is proud to be providing the wraparound care on the school premises from April 2024 . The provision will be an extension to the school day – reflecting the school ethos, values and high standards.**

Further more there will be no registration fees or deposits needed!

Our wraparound service is designed to enhance your child's school experience by offering a nurturing and engaging environment beyond regular school hours. These services are aimed at providing children with diverse and enriching experiences while offering practical support to busy families. With over two decades of experience in Cambridge, Premier Education has established itself as an expert in wraparound care and activity provision.

Over the past five years Premier Education have been running some of the largest wraparound care sites in the county, with up to 125 children attending some days. As you can see from the feedback below your child/ren will be in safe hands.



*As a working mum, I am thankful to have access to the Premier Education Wraparound Care. The booking process is easily done online and there is the convenient option of a flexi booking. The staff are friendly, attentive, and engaged with the kids and there is a wide variety of activities available, both indoor and outdoor. I know my son is happy there as he sometimes complains that I come to collect him too early when I pick him up in the evenings.*

**Njemile - Parent**



## Our Mission...

Our mission is to create a premium, Ofsted registered Wraparound Care facility, providing high quality out-of-school-hours care for the parents of children who attend St Louis Catholic Academy. The before and after school sessions will provide a range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents.

## Our Calendar...

The before and after school care will be available every day the school is open. Holiday care will also be considered in the future if the demand is high. We may also open on school closure days (staff training days).



## Our Staff...

Parents can have peace of mind knowing their children are in safe hands. All staff are trained in safeguarding, prevent, equality & diversity, and have a clean Enhanced DBS. They also hold the Paediatric First Aid qualification and a L2 Food Safety & Hygiene certificate. They are experienced in working with children in primary school environments. We call them Activity Professionals because we believe that this truly reflects the nature of their role and the dedicated approach they have to ensuring that your child learns, has fun, and is safe and well looked after.

## Admissions...

Only children attending St Louis Catholic Academy are eligible to attend before and after school care. Children from other schools may attend the holiday care.

All places are subject to availability. The wraparound care provision is limited to 45 spaces on a first come first served basis.

## Fun Agreement...

The philosophy of the care will be based around the school's ethos and the Premier Education's Fun Agreement!

# Fun!

Let's all have fun.

# Learn!

If we enjoy what we are doing we will learn.

# Safety!

No injuries or damages.

# Respect!

Yourself, others and your environment.





**15%**  
discount  
for siblings

## Session Details - Before School 'Start Active' Club

### Full Session (breakfast included)

Time: 07:40 - 08:50

Year Groups: Reception to Year 6

Price: £5.50 per session

## Give your child a great start to the day

**Evidence shows that introducing elements of physical activity and play to children before school starts can engage their minds and prepare them for the day ahead. The morning sessions will run for 60 minutes and aim to stimulate the learning experiences of your child.**

Children who attend will enter school alert and ready for the day, having engaged their minds and body whilst learning a host of valuable skills including:

- *The importance of being punctual and well prepared for the day*
- *Being more alert for a day of learning within the school*
- *Understanding the importance of a healthy lifestyle*
- *Improved coordination, balance, agility and flexibility*
- *Appropriate and effective communication with others*
- *Engaging and interacting appropriately with other children*
- *Being given realistic challenges to achieve*
- *Using tactics and strategies to increase chances of success*

## Breakfast brain power

**We believe that it is important that children start the day with a good breakfast. Each day children will be served foods that are rich in grains, fibre and protein and low in added sugar to help boost attention span, concentration and memory.**

Children will enjoy sitting down with their friends to refuel with toast, cereals, juice and water.

Staff are seated with the children during meal times to encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements.



## Timings...

**07:40** - Registration opens

**07:50** - Food is served

**08:00 - 08:45** - Range of fun games activities

**08:45** - Tidy up time. This encourages children to take responsibility for the school environment.

**08:50** - Children collect their coats and bags. All children will be escorted to the appropriate area of the school where they will meet up with the rest of the children awaiting the start of the school day.

## Signing in & out...

In the morning, parents must accompany their child to the door of the hall where a member of staff will greet them and ask them to sign the register, indicating that they have handed their child into our care.

## After School 'Play Active' Club...

### Reception to Year 6

#### Half session

Time: 15:20 - 16:30

Price: £8.50 per session

#### Half session after clubs

Time: 16:30 - 18:00

Price: £8.50 per session

#### Full session

Time: 15:20 - 18:00

Price: £12.50 per session

**Siblings automatically receive a 15% discount when booking online! (7.5% per child)**

The after-school club reflects how important the school consider a healthy lifestyle to be, and therefore the activities are set up to engage the children's mind, body and soul.

The club will provide a relaxed environment to support children's learning and individual interests. Activities will be designed to be engaging and challenging for the ages and abilities of each child.



**There will be a range of indoor and outdoor activities daily as well as a quiet area where children can relax and do some homework reading if they wish. Children will be encouraged to take part in physical activity each day to help them stay fit, but also have some quieter activities with friends to recharge their batteries.**

The fun, physical activities are designed to appeal to every child – not just sporty children. Our Play Active sessions encourage fun-based physical activities, rather than traditional sports. The aim is to encourage children to get physically active through play, placing emphasis on inclusion rather than specific sports skills and techniques. This, in turn, improves social skills, self-esteem, balance, coordination and physical wellbeing



In addition, children will develop a wide variety of skills that they can use beyond the sports field, including...

- **Celebrating perseverance and acknowledging achievement**
- **Engaging and interacting appropriately with other children**
- **Setting achievable personal goals to reach**
- **Improving self-esteem and the confidence to try new things**
- **The ability to follow rules and respect themselves and others**
- **Understanding the importance of a healthy lifestyle**
- **Improving control, coordination, balance, agility and flexibility**
- **Communicating appropriately and effectively with others**



Children will have a wide range of activities to keep them occupied each day such as capture the flag, parachute games, archery, dodgeball, quiet reading, watching cartoons, playing board games or completing jigsaw puzzles.

Once a week we will also add specialist activities such as dance, yoga or cooking.

# Planned Activities...

The after school club is an extension of the school day. With this in mind, it has been designed to run smoothly, whilst reflecting the school's outstanding quality

Our staff are trained to adapt each day based on particular children's needs or the weather. However, the structure and timing for each day will be consistent.

The activities below are an example of our schedule. Children will be allowed to dictate their own choice of activities, including free play, guided reading as well as our carousel of activities offered daily, to engage children of all ages, abilities, and interests. Activities will be designed to fit in with the schools termly theme, to compliment classroom activities.

## Activity Timetable

St Louis Catholic Academy



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15:20 - 15:30	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION
15:30 - 16:00	SNACK	SNACK	SNACK	SNACK	SNACK
15:30 - 16:30 GAMES SQUAD	FREE PLAY/DANCE	FREE PLAY/ DODGEBALL	FREE PLAY/ NERF GAMES	FREE PLAY/ MULTISPORT	FREE PLAY/ FOOTBALL
15:45 - 16:30 LET'S PLAY / ARTS & CRAFTS	ARTS & CRAFTS/ MAKE & CREATE/ BAKING	ARTS & CRAFTS/ COLOURING	ARTS & CRAFTS/ THEMED TOPIC/ MAKE & CREATE	ARTS & CRAFTS/ COOKING/ MAKE & CREATE	MOVIE NIGHT/ MAKE & CREATE
17:45 - 18:00 SIGN OUT	DE-REGISTRATION	DE-REGISTRATION	DE-REGISTRATION	DE-REGISTRATION	DE-REGISTRATION







## Food & Drink...

**Children will be provided with food and drink daily. Healthy snacks include wraps, sandwiches, vegetable sticks, fresh fruit and water. The menu will be displayed each week and we will be open to suggestions from children and parents.**

If your child has any allergies or dietary requirements please ensure that these are added on to the booking form online. Please feel free to discuss any special food requirements your child may have with the after school club manager.

Staff are seated with the children during meal times and encourage a “family” type atmosphere. All venue leads and assistants hold a Level 2 Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Fresh fruit and drinking water is available to children at all times.

## Signing in & out...

When collecting their child, parents must come to the hall door where a member of staff will meet them and check their ID if necessary.

Parents must sign the register to confirm that they have taken their child from our care. This is an important safeguarding procedure and must be adhered to at all times.

If a friend, relative, family member or neighbour is collecting their child, the parent will have to inform us in the morning session, via email or with a phone call. Each child will have a collection password, which will need to be quoted on collection.

## Holiday Camps!

**The ultimate solution for working parents - Our holiday camps offer a full range of activities to entertain your children whatever their interests. Available only to children who attend St Louis Catholic Academy, providing a safe, affordable, friendly and fun environment to keep the kids entertained all day long on site!**

Giving children the chance to try a little bit of everything. Activities include Nerf play, Archery, Fencing, Football, Athletics, Dodgeball, Tennis, Laser tag, Tag rugby, Basketball, Table Tennis, Gymnastics, Netball, Handball, Arts & crafts, Team building games, Den Making, Outdoor Adventure, Dance and Circus skills. Our break time activities include quizzes, colouring competitions, face painting, cup stacking and more.

**Starting at just £28.50 per day**  
(15% discount for siblings)

We may arrange people of interest to come in to deliver activities as a treat. Details of these individuals will be shared with parents so they can decide whether they wish their children to participate or not. There will always be a staff member present supervising these activities.

Occasionally we may arrange some excursions/ one day trips to add to the children's experience. There will be an option to attend or stay based at the school for the day. There may be an additional cost for such trips.



**15% OFF**  
when booking  
online 2 weeks  
before start date



# Behaviour...

## **Whilst attending the after school club children are expected to:**

- Follow the school values.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

## **Positive behaviour is encouraged by:**

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Weekly awards given out during Friday's whole school assembly for exceptional accomplishments

## **Dealing with inappropriate behaviour:**

Challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, the child will be given the opportunity to reflect on their behaviour and make the correct decision on how to behave moving forward. If a child doesn't choose to improve their behaviour it may be necessary for a child to be temporarily removed from the activity. Staff will explain why the behaviour displayed is deemed inappropriate. Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, after school club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer. All behaviour issues will be recorded.





## First Aid...

All incidents are dealt with by a qualified first aider and will be recorded in the Wraparound Care accident book.

Incidents will be accurately reported to the parents/carer upon collection and signed by a member of either breakfast or after school club staff.

Accident records will give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

Parents of any child who becomes unwell during either breakfast club or after school club will be contacted immediately. If a child is sent home during school hours, the after school club will be informed of their absence by a member of the school admin/office staff.

## Missing or Uncollected Children...

**In the unlikely event that a child goes missing, the following procedure will be undertaken:**

1. Senior school staff will be informed of the missing child.
2. Afterschool supervisors will search the inside of the building and delegate an outside search of the building to another member of staff.
3. If the child remains missing, the emergency services and parents/guardians will be contacted.



# Booking your child's place with a credit card

You must have pre-booked your child into the session online. Any child not pre-booked is not covered by our insurance and will not be allowed into the session. There are a limited number of spaces available for each session and these are allocated on a first come, first served basis.

## Booking online

1. The simplest way to book your child is to visit; [www.premier-education.com](http://www.premier-education.com)
2. Click on 'Book a course'.
3. In the 'Location' box type in St Louis Catholic Academy and click "search".
4. Click on "view venue" when you see St Louis Catholic Academy in the search results.
5. Select the activity you would like to book (before school, after school or holiday session) and click "book now"
6. Register your details or log in if you are a returning customer.
7. Follow booking process and select 'card' in Payment Method section to complete your booking
8. Once you've completed your booking you will receive email confirmation.

**\*BOOKINGS OPEN MARCH 2024\***



## Last minute bookings:

We understand that plans change, often at short notice, and we will try to be flexible to accommodate most situations.

You may book your child into any session online until 1pm on the day, subject to a place being available.

We understand that in some cases you may have a change in circumstances, meaning you need last minute child care. After 1pm bookings can be requested by calling our office on 01223 631310, where we will try to cater for your requirements, if a space is available.

At this point payment will also need to be made over the phone. At no point will a child be able to attend if not booked before hand.



## Late Fees...

**If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.**

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. Late collection of your child/children will result in a late fee of £1 per minute, which can be paid in cash or via the wrap around care card machine stored on the premises.

## Flexi booking...

**In addition to our booking terms and conditions all bookings confirmed by us are final and non-refundable. However, if you chose to pay for flexi booking costing an additional £3.50, you are able to alter your booking at any time up to the start time of the activity.**





# Booking your child's place with vouchers

## Booking with childcare vouchers

1. Visit [www.premier-education.com](http://www.premier-education.com)
2. First ensure your providers are registered in the My Family area.
3. Click on 'Book a course'.
4. In the 'Location' box type in your child's primary school name.
5. Click on 'View Venue' when you see your child's school in the search results.
6. Select the activity you would like to book and select 'Book Now'.
7. Register your details or log in if you're a returning customer.
8. Follow the booking and payment process through to complete your booking and select 'Tax-Free childcare - GOV.UK' in the Payment Method section.
9. You will receive a booking confirmation via email, which confirms how much you should instruct your scheme provider to pay us WITHIN 7 DAYS of making the booking.
10. Contact your childcare provider to let them know the total they need to forward to us. Please quote your child's name in full and the booking reference number to help us reconcile your payment when it comes through.
11. When payment is received your provider sends us confirmation so we can make a note that you have paid.

Please try and instruct your provider the amount owed as soon as possible after making a booking. For bookings made with the flexi-booking option, any amendments or cancellations will be added as a credit to your account to be used against future bookings.

**If payments are not made within the 7 days of booking we may stop a child from attending until outstanding payments have been made. If payments are not paid within 30 days a 10% administration charge will be added to the outstanding balance.**

We are registered with the following childcare voucher providers. Please look at the list below, and let us know if the voucher provider you use is not on there by emailing [office-020@premier-education.com](mailto:office-020@premier-education.com)

- Computershare Voucher Services - 0026334682
- Edenred - P21234856
- Faircare - PREM0219
- Grass Roots Group - Care-4 - 76152637
- Sodexo Benefits & Rewards Services - 899148
- Kiddivouchers - N114484
- Employers for Childcare Vouchers
- Enjoy Benefits - B025020
- N W Brown Reward Gateway (RG) - 45575348110
- Fideliti - PRE114C
- Tax-Free Childcare - Premier Wraparound Care - CB8 7AA

**\*BOOKINGS OPEN MARCH 2024\***

We hope that you find all of the information that you need within this document and that you find it of use. If you have any other questions or queries please do not hesitate to contact us. We look forward to working with you and your children!



## Premier Education

# St Louis Catholic Academy Wraparound Care

**Ofsted registration number: 2515846**

### **Premier Education Group**

Cambridge and Newmarket office  
Peaks Storehouse (Unit 8)  
The Old Maltings  
135 Ditton Walk  
Cambridge  
CB5 8PY

Office: 01223 631310  
Email: [office-020@premier-education.com](mailto:office-020@premier-education.com)  
Centre Manager: Tommy Stevens

All of our policies and procedures, including safeguarding can be found online at [www.premier-education.com](http://www.premier-education.com)