

Stivichall Acorns is committed to providing a welcoming, safe and stimulating environment for your child with so many opportunities for them to play. Acorns is run by a team of dedicated, qualified and trained staff.

Acorns operates from 7.30am-9.00am and 3.15pm-6.00pm term time and subject to uptake, one week during the Summer Holidays.

Contacting Acorns

For all general queries please contact:

s.smith@stivichall.coventry.sch.uk

02475 100071

Session costs

Breakfast 7.30am-9.00am £6.00

Breakfast 7.50am-9.00am £5.50

After school until 4.30pm £6.50

After school until 5.00pm £8.00

After School until 5.30pm £9.50

After school until 6.00pm £11.00

Bookings and payments are made through the online booking system My Child At School (MCAS). Bookings will be open for the year but will need to be booked two weeks in advance. It may be possible to book additional sessions in an emergency but, additional sessions cannot be guaranteed. Payments can be made using a credit/debit card, Tax free childcare or with child care vouchers. If using child care vouchers, please contact us first to enable us to give you the correct account number for your voucher provider.

Please be sure to check sessions booked as Acorns are unable to refund any sessions under any circumstances.

Penalty Fee – For late pick up

In the event that you are running late for pick up please call Acorns on 02475100071 or email s.smith@stivichall.coventry.sch.uk.

If your child is not collected on time for the 4.30pm, 5.00pm and 5.30pm sessions, you will be charged an additional £1.50. After three instances of being late to collect your child/children they will automatically be enrolled onto the next timed session.

A penalty fee of £5 per every 5 minutes late will be applied for late collection from 6.00pm onwards.

After 3 incidents of being late after 6.00pm your child's place will be at risk. The Governors reserve the right to withdraw a place if collection after 6pm is a regular occurrence.

After 6.00pm if no one can be contacted to collect your child/children, social care will be contacted after 30 minutes.

For Breakfast Club if your child is booked in for the 7.50am session and your child arrives before then you will be charged for the 7.30am session which will be an additional 50p.

Admissions

- All places are subject to availability
- Only children attending Stivichall primary school can access Acorns
- All parents will have access to this policy
- Extra sessions are not guaranteed and will only be booked in an emergency
- Acorns reserve the right to refuse a placement

Children with additional needs

We are unable to offer "One to one" support at Acorns. We can accept a child that needs extra support and will make reasonable adjustments to offer the support. Every effort will be made to do this including interaction with parents,

teachers and support staff of the child. However, for the wellbeing and safety of all users of Acorns if the needs of the child cannot be met with these reasonable adjustments, then we reserve the right to refuse a placement.

Arrival and departure

Breakfast Club

Parents / Carers are required to bring their child directly to club via the Green Lane entrance. Children should not arrive on their own unless they are in year 5 or 6 and it has been agreed with parents and Acorns. A member of staff will greet you and register your child.

Children will be escorted to their relevant classes in time for the start of the school day.

If your child is unwell, we ask that you do not send them to Acorns. Please call or email to inform us that your child will not be attending.

After School Club

Children attending club will be escorted to the Dining Room.

Please notify Acorns if your child is attending an after-school activity

The Acorns staff will take a register of all booked in children and will liaise with teachers and the school office to determine any reason why a child is not accounted for.

Please collect from the Green Lane entrance. On arrival, alert staff that you are there by pressing the bell on the railings outside Acorns. Please wait behind the railings until your child /children are brought out.

A staff member from Acorns will call for your child to have them ready to hand over.

Parents must ensure that all information including collection information is kept fully up to date.

Breakfast and Snacks

Toast, cereal, fruit and yogurt are available for breakfast with orange juice milk or water to drink.

After school snacks*

Monday – Cheese and tomato pizza

Tuesday – Fish finger or cheese wraps

Wednesday – Chicken goujon or cheese wrap

Thursday – Toast with or without jam

Friday – Cheese and crackers

Fruit and water will also be available

*Menu may be subject to change depending on availability

A vegetarian option will also be available on days that meat is being served.

This menu can also be found on the school website

<https://www.Stivichallprimary.org>

After school snack is just a snack and is not intended to be a meal

Acorns staff are aware of Food allergies and intolerances.

First Aid

- All accidents will be recorded in Medical Tracker and parents informed upon collection of their child.
- All accidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell whilst at club will be contacted immediately to come and collect their child.

Activities

Acorns offers a wide variety of activities and games. There is something different every day. We have lots of fun in the sport's hall. We also have access to some amazing areas outside including a trim trail a dell and a golden mile that the children love walking round. All Acorns staff and children love the fresh air and we make good use of our amazing school grounds. Children are encouraged to be creative through the different activities available. Access to colouring, drawing, cutting and sticking is always available. We also have different activities in the art room which the children love as it is smaller quieter area