



HEATH FIELDS PRIMARY SCHOOL

Inspire Achieve Celebrate

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Executive Headteacher Mr Mark Whyman

Head of School Miss Sophie McBride

14th March 2024

Dear Parents and Carers,

We are very pleased to inform you about some out of school provision we have planned for September 2024. Wrap around care is something that we have been looking to secure for our school for a while as we know how important this is for some of our families.

We are excited to be welcoming Mac's club as our out of school care provider. They are a very well-established company who are currently providing out of school care for schools in the local area. Attached with this letter is all the key documentation about the out of school care they will be providing at Heath Fields along with timings and costings.

In order for the provision to be viable and sustainable, there would need to be a minimum of 10 children regularly attending. In order for us to gauge interest and therefore secure the provision, please can you fill in the following form <https://forms.office.com/e/27y5H8n907>

If you have any further questions regarding the out of school care, please email Mac's club directly using the dedicated Heath Fields email address macsclubheathfields@gmail.com

If I can help in anyway, please don't hesitate to ask.

Kind regards,

Miss McBride





So, what's our story/why us?

At Mac's, we believe we offer a refreshing outlook on Out of School care. We believe that within this environment, children should be encouraged to have fun, but also to grow as children and people in what we see as a *fun* extension of the school day.

Originally starting in 2017 operating out of the Mickleover Community Centre (Uttoxeter Road), which is already a key part of the community, we saw ourselves as an extension of that community, serving all schools within the local area.

Since January 2021 we have operated *onsite* from Highfields Spencer Academy as we outgrew the Community Centre. Also operating *onsite* at Chellaston Fields Spencer Academy & Castleward Spencer Academy from September 21. We started *onsite* at Wyndham Spencer Academy and The Mease Spencer Academy in September 2022. **We are also excited to announce operating *onsite* from September 2024 at Heath Fields Primary School.**

Why should you believe us?

As parents ourselves, we understand that out of school care feels slightly different to school, but our focus is on providing a safe and professional environment for your child, along with flexibility for you as a parent.

As such, we will be proactively introducing activities so that Macs Club very much feels like an extension of the school day – whether it is sport, homework, reading or just plain having fun.

A key part of this learning environment is actively encouraging respect and manners amongst our children, whether this is with each other, or with the staff that are looking after them. So what does this mean – well it means respecting others, understanding people's feeling and emotions and differing abilities.

So what about the important stuff for the kids – the grub?

Breakfast includes a selection of Cereals, Toast, Milk and Water. A light snack is available for children after school at Mac's Club. Healthy Eating Guidelines are followed and meals include pasta, hotdogs, wraps with fruit and salad always being available.

Opening hours / Price list

Parents can drop children from 7.30am and they will be supervised and taken to Classes.

We collect Children at the end of the school day. Parents can pick up at any time up until **6.00pm and 5.30pm on a Friday**. All children must be signed in/out by an adult over 16 who is named on the child's registration form.

Prices – Heath Fields Primary School

(please see site specific price list as prices below may vary)

Breakfast: £6.00 (7.30am – to school)

Afterschool until 4.30pm: - £5.00 (without a snack)

Afterschool until 6.00pm - £10.00

How do I book?

Booking will be simply by completing the registration form and returning it via email with the days and sessions needed to macsclubheathfields@gmail.com

You will enter into an agreement with Mac's Club by completing and signing the registration form in order to cancel we will require 4 weeks' notice of cancellation in order to avoid being charged.

How do I pay?

Payments can be made by Cash, Bank transfer. Government tax free scheme or childcare vouchers, whichever way you pay we will provide an email receipt of payment so you know where you are.

Contact?

07527 233 495

Email – macsclubheathfields@gmail.com

Thank you for using Mac's Club



PRICE LIST/PAYMENT INFORMATION – September 2024

HEATH FIELDS PRIMARY SCHOOL

- **BREAKFAST** (breakfast and drop to class) (7.30am – school)- **£6.00**
- **AFTERSCHOOL** - until 4.30pm, **without a light snack - £5.00 –**
(please note, late collections will be charged at the full rate of £10.00)
- **AFTERSCHOOL** - (Collection from class and a light meal until 6pm –(5.30pm on Friday)
- £10.00.
- Payment is required monthly for **the Breakfast and Afterschool club**, this must be made by the 7th of the month. Please ask for details of weekly payment, however this must be made prior to your child's attendance for the week or on the 1st day of your child's attendance in that week. ***A late payment charge of £10.00 will apply if payments are not made on time.***
- Bookings or additions with less than 7 days' notice will have an additional fee of £1.00 added **to the session cost.**

We accept payment by Bank transfer, **the Government tax free scheme**, Childcare Vouchers or Cash. **Please note the bank details –**

Sort Code: 04-06-05

**Account name: Macs Club
& the initial HFP**

Account number: 18122195

Your child's name as the reference

- **Childcare vouchers, we are registered with:**

Sodexo – ID Number: 881228

Fideliti – ID Number: MAC018C

Edenred – ID Number: P21152678

Computershare – ID Number - 0025022572

Care4 Account – 43075217

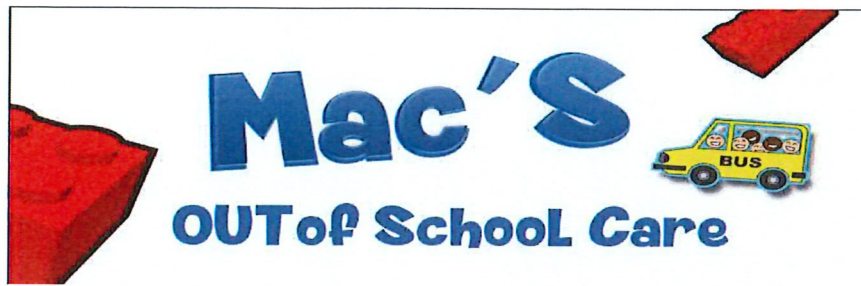
RG Childcare ID is: 82771169641

Enjoy Benefits – Account Number 27437

Government Tax Free Scheme – Macs Club – use postcode DE73 6WS

If you need any further information, please do not hesitate to email us at macsclubheathfields@gmail.com or call **07527 233 495** (bookings etc), setting only number to be confirmed – answered during breakfast and afterschool hours)

THANK YOU FOR USING MAC'S CLUB



Registration Form – Heath Fields Primary School

1. Parents Surname (whom has parental responsibility – detail if this is joint):
2. Parents Forename (whom has parental responsibility – detail if this is joint):
3. TELEPHONE Number and EMAIL address:
4. EMERGENCY Contact NUMBER AND Relationship to child:
5. NOMINATED CONTACT IN CASE WHERE ENGLISH IS NOT THE FIRST LANGUAGE (optional):
6. Address:
7. Childs Surname:
8. Childs First name:
9. DATE OF BIRTH (Child):
10. Childs Address (if different from above):
11. Dr's name, address and telephone number:
12. Name of School and address:

13. School Start TIME/FINISH and Class where:

14. Any other instructions for school pickup/drop off:

15. Days required for BREAKFAST:

Monday	Tuesday	Wednesday	Thursday	Friday

16. Days required for AFTERSCHOOL: Please confirm if this is for 4.30pm or 6.00pm collection

Monday – 4.30	Tuesday – 4.30	Wed – 4.30	Thursday -4.30	Friday -4.30
Monday -6.00	Tuesday – 6.00	Wed – 6.00	Thursday – 6.00	Friday – 5.30

17. Parent/s REGULARLY PICKING UP CHILD:

18. PASSWORD FOR OTHERS PICKING UP CHILD & SCHOOL (KEEP SAFE):

19. ANY ALLERGIES including FOOD (if any):

20. Any medical conditions:

21. Any regular medication taken (including emergency medication needed such as epipen):

22. FOOD LIKES AND DISLIKES:

23. FAVOURITE ACTIVITIES:

24. Please indicate whether you agree to the following:

To transport your child to and from school in a car using car seats - yes/no (if applicable)
To take your child via car on outings (holiday club) using correct car seats - yes/no (if applicable)
To be walked to school (hi Vis vest worn) – yes/no
To apply sun cream if needed – yes/no
To attend the park and use the equipment – yes/no
To take part in sporting ACTIVITIES – yes/no
To undertake homework – yes/no
To administer first aid if needed – yes/no
To administer regular medication if appropriate – yes/no
To administer emergency medication if required – yes/no
To watch age appropriate DVD's at the holiday club – yes/no

25. IMPORTANT INFORMATION

A Small Deposit WILL BE REQUIRED to secure your Child's place which will be deducted from your bill.

Once you book your child's place, Macs will keep places until you advise otherwise (see cancellation policy). Mac's Club require payment of the **fees in advance** this can be done on a monthly basis, (payments should be made by bank transfer 04-06-05 – 18122195 – your child's name as the reference).

4 weeks written notice is required to CANCEL your child/rens Breakfast/Afterschool place in order to incur no fees. In the event that you CANCEL with less than 4 weeks' notice then full payment will still be required.

We also accept childcare vouchers, we are registered with

Sodexo – ID Number: 881228

Fideliti – ID Number: MAC018C

Edenred – ID Number: P21152678

Computershare – ID Number - 0025022572

Please ensure that you let our team know about any medical or dietary needs within this form that your child may have.

In order to provide a good quality environment for all children we will expect your child to behave appropriately (see behaviour policy) at Mac's Club to ensure that the environment is enjoyed by all. If there are any issues then these will be raised with you to ensure this is managed appropriately.

PLEASE NOTE PAYMENT will still be required even if your child does not attend due to illness/ or any other reason as their place at Mac's Club will be secured by booking a place and the Payment of Fees even if payment is late.

7 days' notice is also required to make changes to booked sessions – if 7 days' notice is not received and your child does not attend the session is still chargeable.

PLEASE ALSO NOTE that 4 weeks' notice is required for holidays in term time to ensure that you are not billed for the time your child is not attending.
In case of an emergency, we may need to take your child to hospital and by signing this FORM you to agree to any medical treatment deemed Necessary. We will make every effort to contact you.
Mac's Club collects personal information to enable us to provide care for your child at the Club. Whilst your child/children attend the club we will need to keep this data to provide the care needed at Mac's Club. This personal information is processed in accordance with Article 6(1)(a) of the General Data Protection Regulations 2018. Mac's Club do not share this information and do not employ any other bodies to process this data.
I consent to Mac's Club holding the personal data I have supplied within this form to provide care for my child/children: PARENT/CARERS signature: Date:
Please email your completed Registration Form directly to us at : macclubheathfields@gmail.com. We can then confirm your booking and discuss this with you.