



Leybourne SP&SP CofE Primary Academy  
Breakfast & After School Club Parent Handbook





"A premium, Ofsted registered wraparound care facility, providing high quality out-of-school-hours care for the parents of children who attend Leybourne SP&SP CofE Primary Academy.

The Breakfast and After School Club provide a range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents."

At Premier Education we have years of experience in offering premium Ofsted-registered wraparound care. We've worked with thousands of primary schools all over the UK to deliver before and after-school sessions, as well as curricular and extra-curricular sports coaching, wellbeing sessions and holiday camps.

We have been working in partnership with Leybourne SP&SP CofE Primary Academy since taking over the breakfast club in February 2023, with the After School Club being launched in April 2023.

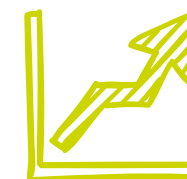
With attendance at the clubs predicated to increase we look forward to welcoming both current and new families into our own Wraparound Care family!



## What we offer



**Ofsted registered venue**



**Childcare Vouchers & Tax Free Childcare bookings accepted**



**Simple online booking system**



**Sessions which reflect school ethos**



**Sports, arts and wellbeing activities**



**Active, happier children**

# Our Staff

All our staff are fully trained in safeguarding and paediatric first aid, have regular and up-to-date DBS checks and have a Level 2 qualification in Infection Prevention, Mitigation and Management.



# Breakfast club

7.30am - 8.40am @ £4.50

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 involve child led activities, children eating a healthy breakfast and having some organised active fun. Breakfast includes toast, cereals, fruit, yoghurts, juice and water.

The breakfast club enables working parents to drop their child off over an hour before the start of school, enabling them to get to work on time.

## Dropping off your child

When dropping off your child, you must enter through the playground gate and walk your child to the school hall door. Here you will be met by our Breakfast Club manager and registered into the club.

Please note breakfast will start to be served at 7.45am with the playground gate locked at 8am each day. Should you turn up after 8am please call our club phone.

**"A range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents"**

# After-school club

3.15pm - 6pm @ £12.50

3.15pm - 4.15pm @ £5.50

4.15pm - 6pm @ £7.00

A trusted space where children can play and learn under the supervision of highly qualified, caring staff.

Activities such as arts & crafts, a range of sports, dance, games, gardening, construction, woodland adventures and general free play will create a termly timetable.

The timetable is a well-rounded mix of wellbeing, activity and arts - with an emphasis of fun and inclusion to give the children variety and help them enjoy their time with us.

Children will have the choice to take part in a range of activities each day and a chance for free play.

## Food and drink

Children attending the 3.15pm-4.30pm session are invited to bring along a healthy snack which they can have during registration period.

Children attending either the 4.15pm-6pm session or the 3.15pm-6pm session will be served a light tea at 4.45pm. This will include options such as sandwiches, pittas, wraps, fillings, fresh fruit, veg etc



## Collecting your child

When collecting your child, you must come to the school playground gate, call our club phone and notify us who you wish to collect.

A member of staff will walk your child to the gate, along with all of their belongings and your child will be released from our care.

## Structure

- 3.15pm-3.25pm  
Registration & Table games
- 3.25pm-4.15pm  
Activity 1 or Child led activities
- 4.15pm-4.45pm  
Deregistration, Table games & Free Play
- 4.45pm-5.00pm  
Tea Time
- 5.00pm-6.00pm  
Child Led activities

**In over 5,000 parent reviews on Trustpilot, the most used word is FUN!**





## How to book...

[www.premier-education.com](http://www.premier-education.com)

1. To book any Premier Education Activities visit; [www.premier-education.com](http://www.premier-education.com)
2. Click on 'Book a course'
3. In the 'Find an activity near you' box type in 'Leybourne' and click search.
4. Click on 'view courses' when you see 'Leybourne St Peter & St Paul CofE Primary Academy' in the search results
5. Select the activity you would like to view and click "view course" then click on 'Book this Activity'
6. Register your details or log in if you are a returning customer
7. Select the dates and follow the booking and payment process through to complete your booking (please ensure you tick the 'childcare voucher' box should you wish to pay using childcare vouchers or Tax Free Childcare)
8. You will receive an automatic booking confirmation email
9. If you have selected to pay via childcare vouchers you will then be required to transfer the correct amount of vouchers to our account.

## Childcare Voucher Information

Please find details below for you to use to make payment from your nominated voucher provider. Please note that some providers will use a different venue as a reference to the one you are booking. Rest assured as we will still allocate the payment to your booking.

**SALARY EXTRA (CABOODLE)** - [dshirley@premier-education.com](mailto:dshirley@premier-education.com)

**TAX FREE CHILDCARE** - Premier Care

**FIDELITI** - SH1124C

**SODEXO** - 915192

**EDENRED** - P21306789

**CHILDCARE GRANT PAYMENT SERVICE** - CCG5944532

**COMPUTERSHARE** - 0026745676

**KIDDIVOUCHER** - 2635518

Our process for you to follow when making your Childcare Voucher/Tax Free Childcare booking:

1. Make your booking online with Premier Education remembering to select the 'Paying with Childcare voucher' box when checking out.
2. You will receive a booking confirmation email confirming the total amount of that booking.
3. Log into your Childcare Voucher/Tax Free Childcare account and transfer the correct amount to Premier Education.
4. This will then be processed, and we should receive the payment within 3 working days. If your provider does not appear on this list, please contact: [mkoffice@premier-education.com](mailto:mkoffice@premier-education.com)

### Booking your child's place

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.

### 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 £3.50, you are able to alter your booking at any time up to the start time of the activity.

# Contact Information

## After School Club

After School Club Manager - Liz Millar  
Designated Safeguarding Lead (DSL) - Liz Millar  
Club contact number - 07903 020368\*  
\*Phone will be turned on between 3.15pm-6pm  
term time only

## Head Office Details

Contact number - 01953 499040  
Email - [info@premier-education.com](mailto:info@premier-education.com)  
[www.premier-education.com](http://www.premier-education.com)

## Area Manager Details

Area Manager - Ian Draycott  
Designated Safeguarding Lead (DSL) - Ian Draycott  
Contact number - 07517537539  
Email - [idraycott@premier-education.com](mailto:idraycott@premier-education.com)

## Local office details

Contact number - 01908 597940  
Email - [mkoffice@premier-education.com](mailto:mkoffice@premier-education.com)



# Partnerships

We are an exclusive Primary School Partner for many National Governing Bodies.

