Superstars Robert Bakewell

Breakfast, After School & Holiday Clubs

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⭐1: About Us⭐

Superstars run breakfast and after school clubs inside schools, these open every school day for 4-11 year olds. Running inside primary schools we benefit from the security and the indoor and outdoor space. We are fully Insured and Ofsted registered, providing a safe and fun, social environment for your children to enjoy with excellent resources and dedicated staff, almost all our staff are qualified to level 3 in childcare or are working towards a qualification.

We work hard to make the clubs a place children enjoy, filling them with lots of excellent resources and caring staff and also aiming to ensure that the care is affordable to parents and flexible enough to meet your varied different needs.

Unlike many settings we allow sessions to be swapped or added at short notice and we also give discounts for full time bookings in any given week (e.g. Every breakfast for a full week, every after school for a full week).

We accept 'Childcare Voucher' payments, for those who can use them and we can verify payments for those who can claim through Universal Credit, we have worked to ensure we are as cost effective as possible, if you would like a quote or to discuss this (as we want our service to be affordable to all, if possible) please call your club manager (details listed in header) or the company owners: Jon 07896 796363 and Kristy 07817612995 who will be happy to help.

⭐2: Breakfast at Superstars⭐

At our breakfast clubs we prepare the children for their school day, in a relaxed and inviting environment, with a balanced breakfast and lots of resources to engage their brain. Due to catering for lots of children we can offer a broad range of choices including bagels, croissants, malt loaf, fruit loaf, waffles, pancakes, toast, muffins, crumpets, fruit, yogurts, cereal and a range of juices, plus milk and water too. Children are guided to eat healthily, along with the encouragement to try new things.

We ensure a wide range of toys are available when they come in, to ensure they have fun whilst playing with existing and new friends. We encourage healthy eating and help the children to make sensible choices, encouraging independence by getting them to do their own buttering and spreading when they want to. Once your child / children are registered with us, you can drop them off from 07:30am onwards and we will care for them until school begins.

We welcome parents with changeable working patterns too, aiming to fit people in anytime if needed. Managers will be happy to take short notice bookings if we have room (provided we are still within the required staff / child ratio), even on the same day. (Please remember staff are not paid to answer calls in their own time but we will always respond when we can).

To book a session or arrange a visit please contact your club manager and they will be happy to help. (Details listed in header).

⭐3: Our After School Club⭐

Once the school day has finished, we strongly believe that time to develop socially and unwind is important for children. We provide an environment where all children are encouraged to share, be kind and consider each other's feelings; whilst having a wide range of choices both indoor and outdoor to choose from.

We provide activities from a selection of art and crafts to computers, iPads, Lego, table football, pool / snooker, car tracks & trains, construction toys, dolls and small world, creative toys, board games and much more, we encourage group games and playing together, letting the children make their own choices along with help and guidance when needed.

Our staff get to know each of the children, ensuring they can play freely, are kept safe and secure and well entertained. We hope once your children try the club they will be asking to come again (and we welcome interested parents for visits too), simply contact the team and we will be happy to help.

When collecting children from the after school club please remember to park considerately to residents, also please take care during the busier times!

⭐4: Holiday Club⭐

Our holiday club based in Mounsorrel runs from 07:30-18:00 and includes all of our resources and three meals per day for the children, ideally located within the school grounds for security our club is open to any primary age children during holiday periods..

With all day to enjoy we get out a huge range of creative arts and crafts, board games and puzzles, small world, dolls, cars, the Wii (with a broad games selection), Lego, dominoes, air hockey, table tennis and much more, enjoying activities like baking, painting and messy play. Whilst outside the children have the majority of the school playground and fixed equipment, we supply our own outdoor resources, such as, footballs, badminton, swing ball, hoops, skipping ropes and more! Staff are vigilant to ensure nobody gets too competitive and play is kept within reasonable bounds but the aim is always to let them be themselves as much as possible.

You are automatically registered for our holiday club if you register with one of our other clubs. If you would be interested in registering for our holiday club and you are not yet registered with one of our other clubs please complete and return the forms at the end of this document. Thank you!

⭐5: Prices, Discounts & Opening Times⭐

Charges for 2025/6 academic year

Breakfast: Open from 7:30am *(drop off can be anytime after 7:30am)*

Session cost: £8.50 (includes all food, drinks & activities and up to 1.5 hours care)

For discounts see below

After School: From school ends until 5pm or 6pm as needed *(pick up can be made anytime, until 5pm is charged as a short session,, 5pm - 6pm is charged as full). **

Short Session: £13.50 (includes all food, drinks & activities and up to 2 hours care)

Full Session: £15.00 (includes all food, drinks & activities and up to 3 hours care)

Note* Super short 1 hour sessions also available for £10 but these must be agreed with the club manager in advance and can not be pre booked.

10% Discount for full time am or pm bookings (i.e. every day in a given week)

20% Discount for full time am and pm bookings (i.e every day in a given week)

Additional 10% Discount for two or more siblings at the same time

Holidays: 7:30am - 6pm (except Christmas and bank holidays)

Hourly: £10 per hour (min 3 hours)

Half Day: £40 (e.g 7:30am - 1pm, 12:30pm - 6pm or any 5.5hrs)

Full Day: £55

10% Discount for full time bookings (every day, any combination of hours). Additional 10% Discount for two or more siblings at the same time

PLEASE REMEMBER MOST FAMILIES CAN GET BETWEEN 20%-85% TOWARDS REGISTERED CHILDCARE, EVEN MANY HIGHER EARNERS CAN GET 20% WITH CHILDCARE VOUCHERS. PLEASE VISIT WWW.CHILDCARECHOICES.GOV.UK FOR MORE INFO!

⭐6: Help Towards Childcare Costs⭐

Childcare Vouchers or Tax Credits:

We are Ofsted registered at each club and signed up to most major 'Childcare Voucher' providers including government childcare vouchers. (if we aren't signed up to yours then simply let us know and we will enrol for you). For lower income families we accept payment from universal credit (helping you save up to 85% of the cost) and for families earning less than 100,000 per year you can still save at least 20% using the government childcare vouchers. Please visit www.childcarechoices.gov.uk for more info.

Price Promise:

We continually strive to ensure Childcare is cost effective for you, we have a child centred approach and reinvest everything we can back into the clubs, children and staff teams. Whilst our fixed staff and other costs in running the clubs means we can't make it any cheaper, we promise to do everything in our power to make the club as entertaining and appealing for your children so that they love coming and to provide them with the best food and entertainment we can whilst they are with us.

Bookings & Cancellations:

Bookings can be made at any time if we have spaces (by telephone or text to the club), Cancellations made less than 7 days in advance will still be charged in full although swapping bookings made to an alternative day may be allowed at the managers discretion and sessions can be added anytime if we have spaces available.

⭐7: Invoicing, Terms & Conditions⭐

Invoicing:

Invoicing is done towards the end of each month period in arrears to ensure flexible booking arrangements can be accommodated, the invoice is due for payment upon receipt (and as we are only a small company prompt payment is appreciated). In the event that you are unable to pay for any reason or facing financial difficulty please contact us. We can not provide childcare without receiving payment but we promise to treat any such issue with complete confidentiality and to try to help if we possibly can. Any regular booking under this agreement can be cancelled by you with 7 days notice if you lose your employment or are unable to make payments.

Registration fee:

Superstars clubs charge a registration fee for registering with our breakfast, after school and holiday club once each year. This fee is £20 (per family) charged each new school year and must be paid before using the club.

Terms and Conditions:

By signing the club registration form you understand that you agree to the charges as set out in this document and the service being offered. You also understand that, whilst we will make every effort to work with anyone facing personal or financial issues, Superstars retains the right to recover any monies owed under this agreement should it become necessary. In the unlikely event that you refuse to pay and will not communicate with us about the outstanding debt, Superstars retains the right to stop the use of the club. Your details are never shared with any external companies for any reason (unless required by law as part of a legal investigation).

⭐8: Example Menu (After School)⭐

* ***All days come with choice of apple & blackcurrant, orange, water or milk***
* ***Fruit bowl, apples, oranges and bananas. Occasionally grapes and pears.***

Week 1

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Afternoon Snack	*Wraps with tuna, grated cheese, ham & chicken. Tomato's , Cuc and lettuce.*	*Pitta bread pizza's with salami, cheese, ham, chicken, sweetcorn & peppers.*	*Digestives, crackers, & a selection of cheese, carrot sticks and cuc sticks. Bread sticks and dips.*	*Cobs/ sandwich. With ham, chicken, cheese, lettuce, tomatoes and cuc. Occasionally crisps.*	*Treat day. Rotated with hotdogs, paninis, party food, pasta, beans/hoops on toast. (Dependant on club size). Puddings vary too: Donuts, cookies, scones, popcorn, waffles and fruit, cake.*

Week 2

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Afternoon Snack	Cobs/ sandwich. With ham, chicken, cheese, lettuce, tomatoes and cucumber, occasionally crisps.	*Digestives, crackers, & a selection of cheese, carrot sticks and cucumber sticks. Bread sticks and dips.*	Filled *Pitta's with ham, salami, chicken, tuna, cheese, tomatoes, cucumber and lettuce.*	Toasted/ cold wraps with ham, salami, chicken, tuna, cheese, tomatoes, cucumber and lettuce.	Treat day. Rotated with hotdogs, paninis, party food, pasta, beans/hoops on toast. (Dependant on club size). Puddings vary too: Donuts, cookies, waffles and fruit, scones, popcorn, cake

9: Registration Forms

By signing the registration pack you are confirming that the details you have provided are correct and that you understand the terms, conditions and charges as set out within. It is important that you keep pages 1-9 of this booklet, print the remaining pages, complete in full and return to your club manager, before your child(s) is due to start. ***Please ensure you have saved the club managers contact details in your phone/ diary.***

Superstars Activity Club Registration Form

Date of registration .....

Name of child .....

Likes to be called…….....

Current Teacher…….....

Age.....

Date of birth.....

School attended……..…….....

Home Address .....

.....

.....

…….....….....

Parent(s)/carer(s) name(s)

.....……...

.....……..

Email (for correspondence & invoices only):

…….....

Home tel no: .....……..

Daytime tel no: .....…….

Signature of parent(s)

1……

2……

Please supply the names of 2 people who will be collecting your child:-

1st Name .....……

Address.....……

.....…….

.....……

Telephone no: .....

Relation to child (i.e. childminder, parent's friend, grandparent etc)

.....……..

2nd Contact.....……

Address.....

.....…

.....…

Telephone no: .....

Relation to child: .....

Additional Emergency Contact

Name .....……..

Address .....……

.....……

Telephone no: .....……..

Relation to child .....……..

For club use only:

Date start:……..
Date end:……..

All About Me (foundation stage children only):
Please note, you do not have to complete this part if your child is older than 5 years old as they will usually freely express their likes and dislikes as we get to know them, but it is especially important for 4-5 year olds to help us know more about them when they start with us, especially if they are going through a transition from one care provider to another or starting school for the first time and also useful for those with Special Educational Needs to help us support them appropriately.

- Things I like to play:.....…….....…….....…….....
- My favourite toys is:.....…….....…….....…….....
- My favourite food is:.....…….....…….....…….....
- I need encouragement to.....…….....…….....…….....
- If I get upset I want to.....…….....…….....…….....
- Any other information you would like us to know.....

.....…….....

.....…….....

Medical Information

Doctors Name:…….....……

Doctor's Address / Telephone Number:……..…….

…….....

…….....

…….....

Details of any significant health issues (Including special educational needs and / or

physical disabilities statement attached if required):…….

…….....

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences (please provide additional information as required for detailed issues):

…….....

…….....

Do you consent for members of staff at the club to apply sun cream to your child when required (circle as appropriate)?
Yes/ No

Do you consent for members at the club to apply plasters to your child if required?
Yes / No

In the event that my child is involved in a serious incident while at the club, I expect the manager, or a delegated member of staff to contact me immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless I contact the Manager in writing to withdraw it.

Signature of Parent / Guardian / Carer:……..

Date: ……/……./……..

Superstars Activity Club
Parent/Carer's Contract

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Superstars Activity Club. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that Superstars Activity Club is a playcare facility and that whilst my child is there Superstars Activity Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club designed to be varied healthy and satisfy them, unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Superstars Activity Club he/she will be in the care of Superstars Activity Club until collected and signed out by a responsible adult (parent/ career or staff member).
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked in to the club.
- I agree to pay the club for my contracted hours as indicated on my booking form, I understand that I will be charged for the places I book regardless of attendance.
- Alterations to contracted hours must be made 7days in advance and are dependent on availability, charges will be made for cancellations within that period.
- I agree to give 7 days notice to vary or cancel my contract, if my circumstances change in a way that would make that impossible I agree to notify the club at the earliest opportunity so they can make any spaces available to others and I understand I will still be charged if outside of our cancellation period.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- I accept that whilst at Superstars Activity Club my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this.
- Superstars activity club closes at 6.00pm and if for any unforeseen circumstances I am going to be late, I will contact the manager/deputy at the earliest opportunity.
- If my child is not collected by 6.00pm, I will pay a charge of £20 per quarter of an hour to cover the costs of the two staff who are legally required to stay and any rent increase.
- If any child remains at 6:30pm, after doing everything possible to contact parents and emergency contacts, then Superstars Activity Club will be legally required to contact Social Services and the local Safeguarding Children's Board to help with the situation.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen, any items brought by children are their own responsibility and if brought to the clubs are at their own risk and not covered by our insurance.

- I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at Superstars Activity Club involving my child, I will be informed of the situation at the earliest opportunity.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Superstars Activity Club may sign any consent forms necessary for emergency medical treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals.
- Where you make a claim to tax credits for your childcare costs, it is your responsibility to ensure you provide them with the correct hours, charges and details at all times. Should HMRC contact the club we are legally obliged to give them details of the correct hours and charges used for any claim and any outstanding amounts.
- Should my child have additional needs of any kind which have been identified I will inform the club immediately and disclose this and I understand that whilst Superstars Activity Club ltd will make every reasonable adjustment possible for children with additional needs, they cannot provide 1 to 1 support under our structure and staff ratio. Should your child have an EHCP that includes before and after school hours or should you wish to provide the 1 to 1 staff yourself to enable this please contact your club manager in advance.

I have read and understood the above terms and conditions and I agree to abide by them.

Full Name of Parent (Printed): _____

Signature: _____

Date: _____

Agreement between the above and;
Superstars Robert Bakewell

'Superstars Robert Bakewell' is a trading name of Superstars Activity Club Ltd. Registered in England & Wales. Company No. 07753027. Call head office on (07896) 796363.

Permission to send Newsletters

Dear Parents / Guardians,

If you would like to allow Superstars Activity Club Ltd. to send newsletters to you please confirm how you would like to receive them. A copy of our privacy policy is available at any time upon request. Superstars NEVER sell or share your email address with anyone without your permission. You can also opt out at any time.

……

I would like to receive Newsletters from Superstars Activity Club Ltd by E-mail?

Yes please ☐

please send them to: ……..

and / or send to:……..……

No thanks, I don't want to receive newsletters ☐

Signed: …….

Date: ……

Please Note: If you DO NOT tick the box we will not send you newsletters by Email, however when they are sent a number of newsletters will be made available in each club as a paper copy (although please remember it is very hard to have a list of who has or hasn't received paper copies, especially with different children on different days, so we can not guarantee they will be received this way unless you ask), if you prefer paper copies only please speak to your club manager about providing you with a copy in your preferred format.

Parental Responsibility

The 'Early Years Foundation Stage' (EYFS) Framework Statutory Requirement Safeguarding and Promoting Children's Welfare states that childcare providers must obtain information about who has legal contact with the child and who has parental responsibility.

Therefore, you must complete the form below, prior to your child being admitted into our club. If there are subsequent changes to these details please let the club manager know immediately.

Name of Child…….

Date of Birth……...

Parent / Care 1

Relationship .....

Legal contact: ☐ Yes. ☐ No

Parental Responsibility ☐ Yes ☐ No

Parent / Care 2

Relationship

Legal Contact ☐ Yes. ☐ No

Parental Responsibility ☐ Yes. ☐ No

Parent / Care 3

Relationship

Legal Contact ☐ Yes. ☐ No

Parental Responsibility ☐ Yes. ☐ No

Form Completed By:……

Signed:……. Date:……/……../……

Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Superstars Activity Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

- Electronic and printed information, displays and exhibitions in the Club
- Website for Club (Specific consent would be asked for)
- Promotional material for the Club (specific consent would be asked for)
- To accompany staff or student coursework
- Observation and assessment
- Club records of my child

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name:	Parent/carer's name:
Date:	Parent/carer's signature:

Trip Consent Form: Local Trips/Visits

(Please delete / complete as appropriate)

I give / do not give consent for ……..…….. to take part in any local trips or visits within the area organised by Superstars Activity Club staff during his/her time at the club.

I understand that this permission will remain in force unless I notify the club in writing that I wish to withdraw my consent.

Date:……/……/…….

Signature of Parent or Guardian:……

Printed Name of Parent or Guardian:……

Recent Photo

To help us identify your child when they are new to our team and we are collecting from the classroom please provide us a recent photo for our records. This is kept on our files and is for ensuring the safe collection of your children only.

Recent Photo
(Please ensure no other children are visible in the photograph provided)

Superstars Activity Club - Booking Form

Please indicate below the sessions you wish to book at the club, please note that you will be charged for sessions booked that are not cancelled more than 7 days in advance but that you can swap the requested days where space is available with your club manager.

Child's Name:……. Date of request:……/……../…...…..

	Mondays	**Tuesdays**	**Wednesdays**	**Thursdays**	**Fridays**
Full sessions (3pm-6pm)					
Short Sessions (3pm-5pm)					
Breakfast Sessions					
Holiday Club Sessions					

Please state if you work on a rota.. and your bookings are different each week/ alternate weeks. .....

Once you have booked set days you are guaranteed a space at the club and you will be charged for those hours each week, if you wish to vary this or cancel bookings you must notify the manager in accordance with the terms in the contract. **Please ensure you have saved the club managers contact details in your phone/diary.**

For parents who cannot state set days we can still offer the standard rates but we need to know with as much notice as possible what you need to be able to reserve places for you. If you would like flexible bookings please indicate below the number of booking needed each week. (Please note that short notice additions cannot be guaranteed if the club is already full, although we will always help if we have spaces available and try to never turn people away if at all possible).

After school: (short sessions)..... (full sessions).....

By signing below I agree that I will be charged for the requested bookings at the club each week and that I understand the pricing & charging structure and cancellation period as described in the contract.

Signed:…… Print Name:……..……...

Relationship to child attending:……. Date:……../……./…….

Superstars Activity Club
Policies List 2025/6

Please ask a member of staff if you require a copy at any time.

- Administering Medication
- Admissions and Fees
- Aggressive Behaviour
- Anti Bullying
- Arrivals and Departures
- Behaviour Management
- Child Induction
- Complaints
- Covid 19 / Coronavirus
- Dangerous Plants
- Data Protection
- Emergency Evacuation
- Environmental Policy
- Equal Opportunities
- EYFS
- Fire
- Health & Safety
- Healthy Eating
- Illness & Accident
- Internet Safety
- Intimate Care
- Involving Parents
- Lone Working
- Manual Handling
- Missing Children
- Mission Statement
- Mobile Phone
- Participation
- Play Policy
- Privacy
- Risk Assessment
- Safe Recruitment Policy
- Safeguarding
- Smoking, Alcohol & Drugs
- Social Media
- Staff Disciplinary
- Staff Grievance
- Staff Induction
- Staff Behaviour
- Suspension & Exclusion
- Uncollected Children
- Visitors
- Whistleblowing

Please Note: *This document may not be reproduced or copied without specific written permission for the senior management and remains the intellectual property of Superstars Activity Club Ltd. Permission for photos has been provided for the company use only and any other distribution or reproduction is not allowed.*