

Newchurch St Nicholas CE Primary School Before & After School Club Policy

Registration

When a parent/carer expresses an interest for their child to take up a place at the club whether full time or on a session-by-session basis they will be given the relevant information of the club's admissions and fees policy.

A place is booked via ParentPay and will need to be booked by a Sunday for the week ahead. Places are allocated on a first come first serve basis and are booked once they are paid for. Registration forms must be completed before your child attends their first session.

Booking places.

The number of places in each club is limited to 10 children. Before and After School Club bookings **must** be made via ParentPay. These must be booked by the Sunday before. Bookings will be allocated on a first come first served basis. Any booking received on the same day will be classed as a late booking and will be subject to an additional **£2 charge** per session.

In an emergency, a child may be booked into the After School Club on the same day but only if it is confirmed that a place is available. To ensure that your request can be fulfilled prior booking is essential.

Payments ALL PAYMENTS ARE DUE IN ADVANCE

If a late booking is made to the After School Club, payment **MUST** be made at the time of booking the session via ParentPay. We will only take late bookings via the school office/telephone and the payment and late booking fee of £2 per session must be made straightaway to secure the booking. Please note the booking is not secured until the payment is received.

We can accept Tax Free Childcare and other childcare vouchers, but the payment must still be made in advance and not in arrears.

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Current Fees & Opening Times

Before and After School during Term Time

Breakfast 7:30-8:35am £5.00

Full session 3:15-5:50pm £8.00

Emergency contact number

Staff can be contacted on 07535363052 out of office hours but only during the hours of the club being open. Please leave a message on the school office number out of club hours.

Late Charges

The after-school club finishing times are 5.50pm for the full session. Parents must sign their child out when they collect them from the After School Club. Please note that staff work until 5.50pm and need to leave at that time for other commitments so please ensure that you collect your child on time. In an emergency situation where you are unable to collect your child by 5.50pm and are unable to make alternative arrangements for someone to collect your child by 5.50pm then you will be charged £5 for every 15 minutes they are late. For example, someone collecting their child between 5:50pm and 6:05pm will be charged an additional £5 and someone collecting their child between 6:06 and 6:20pm will be charged an additional £10 and so on. This is to allow for additional payments that have to be made to staff. The school bell is set to sound at 5.50pm to notify staff of the session end times. Please note we cannot allow for any variance on parents' personal time devices.

Ofsted registration number

Our Ofsted registration number is 119390

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and notes home. The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Policy approved by Governors 8th October 2024
To be reviewed in 2025