

# Garswood Primary School & Nursery

# Breakfast & After School

# Club Policy



Our Breakfast and Afterschool club runs from 7.30am - 8.45am in the morning and then again from 3.15pm- 5.30pm. Each week a Booking form is sent to parents for booking their child onto a session via an email link, using Microsoft Forms. This is normally sent on a Thursday for the week ahead. The link is closed on a Monday morning at 10.15am and sessions are booked accordingly.

Parents can, in exceptional circumstances, make a same day booking however there is a £2.00 same day charge for doing so and this will be applied to the normal booking fee for the session booked.

The staff who run this provision are all known to our children and work across school in different roles. This makes it easier for our younger children to feel comfortable with these recognisable adults.

The children have access to outdoor play (weather permitting), art and craft activities and can have supervised use of the school ICT equipment. The children are given a choice of healthy food to stave off hunger after a busy day at school and before parents/carers/grandparents arrive to collect them.

## **Conditions**

1. Fees are payable in advance, by using our School Money system. Failure to pay fees will result in your child's place being withdrawn.
2. Children will not be entitled to a reduction in fees for absence due to sickness or holidays taken in term time. Fees are still to be paid if your child does not attend a pre-booked session. Please inform staff if your child will not be attending when a session has been booked. We ask for 24 hours notice for cancellations.

3. If a child is not collected by 5.30pm a one-off penalty fee of £10.00 will apply.

4. It is the responsibility of the parent/carer to inform the club if an adult other than the parent/carer is to collect a child. All children must be collected by a responsible adult, over the age of 18.

5. For continuity, the whole school behaviour policy is followed, copies are available on request. However, if a child repeatedly does not comply with the expectations in line with our core values:

- Be kind
- Be ambitious
- Be respectful

consideration will be made as to whether access to the club will be withdrawn. You would be given one weeks' notice to source alternative care.

6. Children must be collected by 5.30pm. Late collections will incur a £10 one-off fee. Should your child be collected late on three separate occasions a separate letter will be sent requesting that this does not happen again. If there is no improvement and there is a further late collection consideration will be made as to whether access to the club would be withdrawn. You would be given one weeks' notice to source alternative care.

7. Prices will be reviewed on a termly basis and may be increased in line with inflation.

8. Ratios of adults to children have to be adhered to for safety reasons.

March, 2023.