



# AFTER AND BEFORE SCHOOL CLUB POLICY

## BRICKHILL PRIMARY SCHOOL

MARCH 2019

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March 2019

The Morning Club and After School Club welcome all Brickhill Primary School children from the Foundation Stage through to Year Six.

The Morning Club is open from 7.45am to 8.45am. The After School Club is open from 3.25pm to 5.45pm. The purpose of our clubs is to provide all our children with a range of activities to suit all ages and abilities.

### Aims of the Morning Club and After School Club

1. To provide a high quality service for working parents.
2. To provide a varied programme of activities, supporting all ages and abilities.
3. To provide a safe and stimulating, caring and secure atmosphere where your child can fully develop his/her mental, physical and social skills through play activities.
4. To enhance children's self-confidence, raise aspirations, improve relationship and nurture positive attitudes towards learning.
5. To provide high quality play and learning experiences for our children.
6. To operate this service in a way that ensures equality of opportunity for all our children and families.
7. To value each child as an individual.
8. To offer all children healthy food choices to support their physical well-being.

### Session Fees:

#### Morning Club – Sessional Charges

1 child	- 3.50
2 children	- 6.00
3 children	- 8.00

*Parents should note that children will not be admitted to the Morning Club before 7.45am. The cost of a drink of fruit juice or milk, and a breakfast style snack will be included in the price of the Morning Club fee.*

#### After School Club – Sessional Charges

1 child	- 7.00
2 children	- 12.00
3 children	- 17.00

*The cost of a light snack and drink are included in the price of After School Club fees.*

### Discounts

Where two or more siblings attend the club at the same time, a discount is applied to the fees (see above).

## Terms and Conditions

### Registration

Parents wishing to enrol their children into either the Morning or After School Club will be asked to complete and hand in to the office a Registration Form (available from the School Office). Children cannot be accepted into either club until this form is completed.

There will be a £5 registration charge for each child registered each school year. This charge has been introduced to help cover our administration costs for the club and to avoid having to increase the session charges which have remained at their current level for a number of years. All charges are reviewed for reasonableness on an annual basis.

### Booking Places

To maintain the necessary level of supervision, the clubs operate on a strict ratio of staff to children and, as a result, places are limited.

Letters will be sent out in July to all parents for the booking of places for the next academic year. Parents of the incoming foundation stage will be offered the letters at the New Parents Evening, but will be made aware that all current regular bookings will be honoured first.

Applications must be returned to the office by the stated deadline date. Late applications will only be considered once all applications received by the deadline date have been considered. Applications will be date stamped as confirmation of date of receipt.

The procedure for allocation of places is detailed at Appendix I. Looked after, registered disabled children and pupils who are discretionarily prioritised by the Headteacher or Governing Body, will take priority, followed by regular users and their siblings, and then any other/new users.

New users of the clubs requesting the greatest number of days attendance will be given priority when any remaining places are allocated.

All users must confirm acceptance of places by the date required and pay the £5 registration fee for each child in order to secure their place.

In situations where applications are for identical number of sessions and there are insufficient places to meet all of the requests, names will be drawn from a box by the head teacher from all applications which have been received by the deadline date. There will be no priority given to applications handed in early and any application handed in after the deadline date will be placed at the end of the list.

Where it is not possible to allocate a regular place to a child/children a waiting list will be operated. If you wish your child to be placed on the waiting list, please contact the office. The waiting list is operated on a first come first served basis. Parents/carers will be informed by the school office when a place/places become available.

If you wish to book a regular place at either club during the school year, please contact the School Office to check availability. Once the office confirms your booking, you will become liable for the £5 registration fee and the session fees, even if your child does not attend. Fees are non-refundable unless your child has been absent from school due to sickness, or the club is cancelled by the school for any reason. If your child is unwell please inform the school office that you no longer require a place for Morning Club or, After School Club for that day. A credit will show on the following half term's invoice.

If you need to book your child into either club for a 'one-off' session or an extra session, please contact the School Office as soon as possible to check availability. (For infrequent as well as regular users, registration forms must be completed and the £5 registration charge will be added to your invoice.).

If a child gets a place in an extra-curricular club and you have a regular booking in the After School club, you will still be charged for the After School Club place even if your child does not attend.

If your child has a place booked but will not be attending a session for any reason other than sickness, please contact the School Office as soon as possible, so that teachers and Morning and After School Club staff are aware that the child/children will not be attending. The place will not be allocated to another child/children.

**If your child is not attending either Morning or After School Club for any reason other than sickness, full fees will continue to be charged.**

Any changes to a regular booking should be confirmed in writing to the School Office, giving a **two week notice period**. Payment for the original booking is required for this notice period. The place/places will not be re-allocated until after the end of the two week notice period.

### Payment of fees

Invoices for pre-booked places will be issued half termly, in advance on the first Friday of each half term and will be due for payment within 7 days. Any invoice which is not paid within 7 days will incur an administration fee of £2.00. If the fees have not been received within four weeks of the original invoice date, your booking will be suspended until all fees have been paid in full. Any ad-hoc sessions will be invoiced with payment terms and conditions as above.

The preferred payment method is by BACS or childcare vouchers, direct to our bank account. Details of the account are provided on the invoice. Please ensure a child's name is attached to the payment. Cheque payments can also be made and should be made payable to *Brickhill Primary School*. Whether by cheque or cash, payment should be placed into a sealed envelope with the child's name and the amount paid. The office

staff will record the receipt of the envelope in a record book. Once the payment has been processed by the Morning and After School Club book-keeper a receipt will be issued.

Fees and Terms and Conditions will be reviewed on an annual basis.

### After School Club Late Collections

In the event that a child is not collected from school at the end of the school day, he/she will be placed in the After School Club at 3.40pm. In such cases, parents may incur a fee of £3.00 per child in addition to the normal After School Club charge.

An additional penalty charge of £5.00 per child may be made to parents for children collected after 5.45pm. If you are likely to be late, please contact the school as soon as possible.

This document will take effect from September 2019 and was approved by the Finance, Personnel and Premises Committee.

This policy will be reviewed annually in the Spring Term when terms and charges shall be assessed and amended if deemed necessary.

Signed.....

Date .....