## Crowle CE Primary School

## Before and After School Club

Admissions

- Only children attending Crowle CE Primary School are eligible to attend Before and After School Club sessions.
- All places are subject to availability.
- All Before and After School Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking Places

- Places for Before and After School Club are to be booked via an email to Mrs Cooper at office@crowle.dowmat.education (no later than the Thursday of the week before your child will be attending).
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as Mrs Cooper is aware that your child will be attending prior to them turning up in the building.

Pricing Policy

- The Before and After School Club is non-profit making and the fees charged cover the cost of staffing, equipment, food and day to day running costs.
- It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this.
- You will be invoiced at the end of the month/term for all sessions booked. This invoice can be paid via Parentpay or via your Childcare vouchers (emailing Mrs Cooper when these have been paid for via your online provider).
- Payments should be made within 14 days.
- A £10.00 administration fee may be charged if we need to chase up payments.
- Cancellation of sessions with less than 48 hour notice will still be charged.
- If payments are not made and kept up to date you will not be able to continue using Before and After School Club. Please discuss any issues arising with school.
- If your child stays into the next session by 10 mins the fee for that session will apply.

- Late pick up, after 5.30pm (5pm on Fridays), may incur further charges as staff are only contracted until this time.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.

Arrivals and Departures

**Breakfast Club:**

- Parents/carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents/carers are to enter via our school reception area and ring the doorbell. This will alert the staff member to come and greet the children.
- Any information/handover to the class teacher will take place at this time.

**After School Care:**

- Registers will be provided to the Before and After School Club staff each day to ensure staff know which pupils will be attending that day.
- Parents/Carers must call the school office if their child is going to be absent from any session using the usual reporting procedure but making it clear that it is absence from the Before and After School Club.
- Children will continue to stay within the school building once their class have been dismissed. The Teacher/Teaching Assistant will then drop children off at After Care to ensure they arrive safely.
- Any information/handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via our school reception and ring the doorbell. This will alert the staff members to bring the child/ren to them.
- Parents/carers are responsible for collecting pupils from after care (we will not release pupils without a named adult). You must inform us in writing, if anyone, other than those listed on the registration form will be collecting your child.
- In an emergency, trained staff will administer first aid, and, if necessary, accompany the child to hospital until parents/carers can take over.
- Children who are ill must not attend Before and After School Club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness and diarrhoea has finished.
- If your child is unwell whilst at Before and After School Club, staff will contact you to collect your child. No refunds will be made.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone the school office.

- The Before and After School Club staff may have to contact the Police or Children's Services if a child is left for more than 45 minutes without prior consent and all emergency contact numbers have failed to contact family/carers.
- All behaviour issues will be dealt with in line with the school's behaviour policy. Should the need arise, issues with children will be brought to the attention of their parents/carers.
- If a parent/carer is aggressive or rude to staff or other children, this behaviour will not be tolerated. Before and After School Club reserves the right to withdraw its services. No refund will be issued.
- Before and After School Club will adhere to all school policies along with relevant legislation.
- We cannot accept responsibility for the loss or damage of any child's belongings. Please do not send your child with expensive watches, toys, etc.
- The school has the right to change the Terms and Conditions as needed.