



# **Park Spring Primary Extended School Club Policy**

**Approved by:**

Park Spring Primary  
Head Teacher

**Date:** September 2024

**Last reviewed on:** Sept 22

**Next review due by:** Sept 25

## **Aims:**

- To support working parents by providing before and after school childcare from 7.30am until the start of the school day for breakfast club and 3.15pm until 6.00pm (Monday to Thursday) and 3.15pm – 5.30pm (Fridays) for after school club.
- To offer the children breakfast (choice of toast, cereal, water, juice or milk) in a safe and friendly environment in breakfast club and to offer children a meal (the menu is on the school website) at the end of the school day in after school club.

## **Ground Rules:**

- The breakfast club and after school club will be run by Park Spring Primary School.
- The clubs are currently operating for children attending Park Spring Primary School only.
- The clubs will only be able to take in children attending our school from Nursery to Year 6.
- The club(s) will provide a balanced breakfast at the beginning of the day and a light snack at the end of the day.
- Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave breakfast club or after school club to play outside unsupervised.
- The club will comply with environmental health food safety standards.
- There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, be cooperative and courteous to staff and to each other.
- All children are expected to abide by the rules of the club.
- Children who continue to behave inappropriately after the behaviour policy has been implemented will be excluded from the club – either permanently or temporarily depending on circumstances and in accordance with the Behaviour Policy. In addition, there will be no re-imbusement of fees and the full collection of any debts will be pursued.
- Places for breakfast club and after school club need to be booked and paid for at least two weeks in advance. The school reserves the right to exclude a child if fees are not paid. If we do have vacancies, we can accept short notice/emergency bookings.
- Breakfast Club - The charge of £4.50 per session 7.30am to the start of the school day or £2.25 8.15am to the start of the school day covers the cost of care, breakfast, drinks and activities during term time.
- After School Club - The charge of £12.00 per session 3.15pm to 6.00pm Monday to Thursday and the charge of £10 on Friday's covers the cost of care, a meal, drinks and activities during term time. Please note that these rates are subject to change. There will be a yearly review of fees and you will be informed of any increase in writing. Once the invoice has been raised there will be no alterations to the fees due.
- Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that our contract is with you and not with your employer therefore, in the event that your account is in arrears due to awaiting payment from your employer, you are expected to clear these arrears within four weeks.
- Parents who have joined Child Free Choices, Tax Free Childcare Scheme are responsible for providing the school with evidence of payment into this account to pay fees. If you cannot provide evidence of payment, your account will be in arrears until the information has been received.
- Payment must be made on ParentPay and is charged to you one month in advance on the 1<sup>st</sup> day of each month.
- After two weeks of arrears a reminder will be sent. If these two weeks arrears remain unpaid for a further two weeks, four weeks will be charged at 5% per week interest (on the outstanding

balance) plus an administration charge of £25. The place(s) at Breakfast Club and/or After School Club will also be withdrawn. Please refer to our debt collection policy.

- In breakfast club at the end of the session all children will be taken to their classroom.
- In after school club – at the end of the school day all children will be collected from the classrooms and taken to the after school club setting.
- For persistent lateness, we reserve the right to charge £5 for every 5 minutes. After 3 late collections after 6pm (Monday to Thursday) or 5.30pm (Friday) we will withdraw the place at After School Club. If a child is not picked up at 6pm (Monday to Thursday) or 5.30pm (Friday) and we have no contact, and we have attempted to contact all persons on the registration form, we are obligated to contact Social Services.
- Parents are required to keep the school informed of any emergency contacts via the school office as well as notify the breakfast club leader and the after school club leader.
- Occasionally photos may be taken of the breakfast club and after school club children for display purposes. If you object to your child being photographed, please ensure the appropriate box is ticked notifying the breakfast club and after school club teams.
- Four weeks written notice needs to be provided if you no longer require a place at the breakfast club and/or after school club. Eight weeks' notice will be given to parents if we are no longer able to provide the service.
- In the event of a parent wishing to make a complaint, this should be made in the first instance to the breakfast club and/or after school club leader. If a parent is still concerned, then the matter should be taken to the Governing Body in writing.
- If the breakfast club and or after school club is closed due to any emergency circumstances, e.g. snow, the cost of the session will be reimbursed.