



# Northchapel Community Primary School

## Elm Club – Before and After School Care Policy

### Principles of the Club

Elm Club Before and After School Care is provided for children, from 3 years old, who attend Northchapel Primary and Little Oaks Pre-school. We are trying to operate Elm Club for the benefit of the school community, and while we are not looking to make a profit, we must break even as we are not permitted to use educational funds to cover any losses. We also want our procedures to be as convenient for everyone as possible, and we are always happy to receive suggestions for improvements from parents.

### Pre-bookings

Places can be booked up to a half term in advance using the online booking and payment system – School Money. Spaces will be limited to 16 per session for Breakfast Club and After School club, as we will need to ensure our staffing is in place and adult to child ratios are correct. Places need to be booked by midnight, the day before they are needed. Emergency bookings on the day can be made through the school office, if there is space available, but they will incur a late booking fee of £2.50.

### One-off or occasional bookings

One-off bookings also need to be made through the School Money system. If you are unable to access the system, spaces can be booked on your behalf by school office staff but will still need to be made by midnight the day before and are subject to availability.

### Cancellations

Cancellations can be made up until midnight on the day before and a refund will be automatically credited to your account if the place has been paid for. Refunds will not be available unless places are cancelled online within the time limit. Places that are booked but not paid for in advance and then the child does not attend will be charged for.

### Times and Fees Schedule

7.45 – 8.30am	Elm Breakfast Club	£6.00
3.15 – 4.15pm	Elm After School Club -1st Session	£6.00
4.15 – 4.30pm	Snack Club	£1.50
4.30 – 5.30pm	Elm After School Club -2nd Session	£6.00
3.15 – 5.30pm	Elm After School Club -both sessions including snack club	£11.50

There are no reductions for additional children from the same family.

Late Booking Fee - £2.50

### Elm Breakfast Club

Breakfast club will start at 7.45am. There is no childcare provision before this time, so please do not bring your child early. The gate into school will be opened at this time and children must be accompanied by parents or carers to Little Oaks Pre-school where the club will meet, and handed over to staff on duty. There are no reductions in charges for children arriving after 7.45am as the club still needs to be operated from the start time. Places must still be booked online even if parents choose to drop their children off during the club rather than from the start. At 8.30am, preschool children at Elm Club will remain in Little Oaks, and school children will be accompanied onto the playground for the start of the school day. Children will be offered breakfast followed by free play activities indoors and outdoors.

## **Elm After School Club**

Children attending Elm Club after school will be accompanied to Butterfly Class at the end of the school day by a member of staff. If attending an after school activities club from 3.15-4.15pm, the member of staff running the club will ensure children going on to Elm Club are escorted to Butterfly Class. Parents or carers will need to pick up from the classroom door promptly at the end of the booked session. If parents or carers are late to pick up from the first session, they will be charged for Snack Club and the second session of Elm Club if necessary. Parents must make sure children are collected by 5.30pm as there is no childcare provision after this time. If issues arise with persistent lateness for pick up at 5.30pm, children may forfeit their place at Elm Club. During the session there will be a range of adult led and free play activities, depending on the staff and the season. Staff may also be on hand to help with reading or homework as appropriate but this is not guaranteed.

Children will be allowed access to computers during the session but staff will ensure that screen time is limited and that games played are age appropriate. We will also allow children to watch television for the last part of the session to wind down. We will only show programmes from CBeebies and CBBC.

## **Behaviour at Elm Club**

All children will be expected to behave with respect towards the adults in charge and show a good standard of behaviour. Children will be encouraged to tidy as they go with our 'Choose it, use it, put it back ethos'. Persistent behaviour issues may result in the child losing their place at Elm Club.

## **Catering**

Breakfast is provided at the morning session. Children can choose from cereals, breads, toast, yoghurt, fruit and juice. The afternoon snack session includes a cold drink and a snack. Children with particular allergies will be catered for.

## **Payment**

We have now set up an online payment and booking system with School Money. Parents will need to register and pay online or if they are unable to access the system we will be able to do it for you in the school office. Where possible we would prefer bookings and payments to be made through the system to avoid extra staff admin costs.

**All payments will need to be settled by the end of each Half Term. If payments are still outstanding on the last day of each Half Term, your child will no longer be eligible for a place at Elm Club the following term.**

If any parent is having difficulty with payments please contact Mrs Barnwell, the bursar to see if we can resolve the issue. It will also be possible to pay for sessions using various childcare voucher schemes. After an initial set up in the school office, parents will then be able to 'reserve' sessions via School Money. Payment will be made by admin staff when the voucher payments are received in Little Oaks bank account. If voucher payments exceed the amount owing, the parent's account will show as in credit on School Money. The credit can then be used for future bookings.

## **Emergency Contact**

As all children attending Elm Club will be registered with either school or Little Oaks, emergency contact details are already held. Any changes to parents' contact details must be notified to the school immediately to ensure contact can be made in an emergency. Records will be kept by Elm Club of adults who are permitted to collect children. Unknown adults will not be permitted to collect children. Parents must notify the school of any adult who is not listed who may be picking up a child.

## **Contact during the club**

As the main school office will be closed during Elm Club, parents will be able to contact staff by calling the school phone number and choosing the option to be put through to Elm Club. Parents need to be aware however that it is their responsibility to ensure their child is picked up by 5.30pm as child care is not provided after this time.

Elm Club will run within our Northchapel Primary School Ofsted Registration Number.

This policy may be subject to change

Policy written and agreed: March 2024