



Northchapel Community Primary School

Before and After School Care Policy

Principles of the 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 the clubs for the benefit of the school community, and whilst 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, 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

7.30 – 8.30am Elm Breakfast Club £7.50

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

Late Booking Fee - £2.50

Elm Breakfast Club

Breakfast club will start at 7.30am. 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 7.30am 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.

Assure Coaching After School Club

Children attending Assure Coaching's After School Club will be escorted there at the end of the school day by a member of staff. If attending an after-school activity club from 3.15-4.15pm, the member of staff running the club will ensure children are escorted to the Assure Club. Parents or carers will need to pick up promptly at the end of the booked session or they may incur additional charges. Parents must make sure children are collected by 6pm as there

is no childcare provision after this time. If issues arise with persistent lateness for pick up at 6pm, children may forfeit their place in any future sessions. During the session there will be a range of adult led and free play activities, depending on the staff and the season.

For full details, please visit Assure's website where you can set up an account:

<https://www.assurecoaching.co.uk/>

Behaviour at Clubs

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.

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

Breakfast Club is paid for via the School Money booking system. Parents will need to register and pay online. **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 is also possible to pay using the Government Tax free childcare scheme, we are registered as Northchapel Primary School. To book sessions that will be paid for in this way, parents will need to 'reserve' sessions via School Money and continue through to checkout to complete the booking. Successful bookings will be confirmed via email. Payment will be made by school 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.

Payment for After School Club is made directly to Assure Coaching via their system and your personal login. If you wish to pay using Government Tax free childcare schemes, payment will need to be made to school until further notice.

Emergency Contact

As all children attending Breakfast 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 Assure of adults who are permitted to collect children. Unknown adults will not be permitted to collect children. Parents must notify the school and/or Assure 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 Breakfast Club, parents will be able to contact staff by calling the school phone number and choosing the option to be put through to pre-school. Children attending after school care should call Assure Coaching directly however, parents need to be aware that it is their responsibility to ensure their child is picked up by 6pm as child care is not provided after this time.

Elm Club will run within our Northchapel Primary School Ofsted Registration Number. Assure Coaching are in the process of registering with Ofsted.

This policy may be subject to change.

Policy written and agreed: November 2024