



More Park Catholic Primary School
With God's love, we can be our best



More Park Catholic Primary School

Breakfast and Afterschool Club Policy

Breakfast and After School clubs are run by More Park Catholic Primary School and exist to provide high quality wrap around childcare for our parents. They provide a range of fun and creative activities in a safe environment.

The clubs operate from 7:15am-8:45am and from 3:15pm-6:00pm (or 4:30pm for the shorter session) term time only, and do not operate on inset days or bank holidays. The current cost for these sessions can be obtained from the school office or website. A copy of this policy is provided to all parents of children attending the clubs and is also available on the school website.

All parents must complete a registration form for each child attending either club and agree to adhere to the terms of this policy.

Admissions

- Only students who attend More Park Catholic Primary School are eligible to attend the clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will receive a copy of this policy. It is also available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

Bookings

Bookings for both Breakfast and After School clubs must be made via ParentPay with full payment made at the time of booking.

Bookings **must be made a minimum of 48 hours** before the required session to ensure that sufficient resources are available. If a child is not booked onto the required session in advance, More Park may not be able to accept the child into the club.

In the event of any requirements for a last-minute/ emergency booking please contact the school office.

Payment of Fees

Full payment must be made **at the time of booking**. Payment can be made online via Parent Pay, or by using childcare vouchers.

The parent/carer signing the club's registration form is responsible for payment of all fees.

Parents/carers must book the correct session for their requirements. If a child attends for longer than the pre-booked session, additional fees will be payable.

If a parent/carer is having trouble with the payment of their fees, they should contact Mrs Knight in the Office as soon as possible. All matters will be treated in confidence.

If, despite requests from the School, fees remain unpaid, access to Breakfast and After School Club will be withdrawn and interest at a rate of 8% per day will be added to the debt. Continued failure to pay the outstanding debt accrued will result in More Park Catholic Primary School pursuing repayment through either Debt Recovery Agents or the Small Claims Court.



More Park Catholic Primary School

With God's love, we can be our best



Cancellation

If a child is unable to attend a previously booked session, notice must be given as follows:

Breakfast Club: By 12pm the previous day

After School Club: By 9am on the day

Exceptions can be made if your child is absent from school due to sickness.

More Park Catholic Primary School is unable to offer a refund for any cancelled sessions. We will however transfer the payment to a future session. Cancellation of a booking after the above deadlines may not be transferred and will be lost.

Arrival

Breakfast club

- Parents/carers are required to accompany their child/ children into breakfast club. Upon arrival, please knock on the door (to the left of the main school entrance) where the child will be signed in.
- Parents must stay with their children until their child is signed in by a member of breakfast club staff.
- Children will be released to their relevant classroom at 8:45am by club staff.

After school club

- All children will make their own way to club once dismissed from their classroom or their after school club.
- Club staff will take a register of all pre-booked children and will liaise with the class teacher/school office if a child is not accounted for.
- If a child attends After School Club but is not booked in, school staff will call the parent to confirm.
- Any child collected later than 3:25pm (10 minutes after the end of the school day) will be taken to After School Club and the parent/ carer charged accordingly.
- In the event this occurs regularly, More Park Catholic Primary School reserves the right to levy an administration charge of £2.50 per session not booked.

Departure

- We will not permit your child to be collected by anyone under the age of 16 years old unless written permission is provided, specific to the occasion.
- When a child is collected at the end of or during a session, they must be signed out by a member of staff who will record the time of collection.
- Parents/carers must ensure that any person who may collect their child is detailed on school office system and that it is kept updated.
- Parents/carers must inform the school office if their child is going to be absent from the club.

Daily Routine

Breakfast Club

7:15am – 8:45am Parents/carers bring their children to Breakfast Club

7.30 - 8.15am - breakfast is served.

8.35am - tidy up.

8.45am - children collect their coats and bags and make their way to their classrooms for the start of school.

After school club

3.15pm - Children make their way to after school club

3.45pm - Children will be offered a snack – this is not designed to replace an evening meal

4pm – 6pm - Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).



More Park Catholic Primary School

With God's love, we can be our best



Activities

A variety of play based and craft activities are offered for the children to choose from. If the weather permits, the children are encouraged to play outside.

If your child wants to complete their homework during the Breakfast and/ or After School Club session they are more than welcome to do so, however, club staff will supervise and play with all children equally and will not provide one to one support.

Behaviour Policy

Whilst attending Breakfast and After School Club children are expected to:

- Adhere to the School's behaviour policy, as they would during the school day.
- Treat one another in accordance with our Gospel Values and Catholic Social Teaching.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at clubs and enable others to enjoy themselves too.

First Aid

Please refer to the First-Aid policy which can be found on the website. All club staff are First Aid trained.

Parents/ Carers of any children who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence and payment transferred to a future date.

Uncollected children

If a child has not been collected by 6pm, Parents/ Carers will be contacted in the first instance by telephone. The additional contacts held on file will be telephoned in a second instance. If these contacts are unavailable we may call the police, and Social Services will be informed.

Please contact the After School club directly on 07546319032 if you are likely to be late or are having difficulties collecting your child/ children.

A charge will be levied for late collection from 6.00pm onwards. This will be charged at £10 per child for every 15 minutes that the Parent/ Carer is late and will be added your account.