



After School Club/Breakfast Club Registration and Booking Procedures

Policy Version: -

Last review: February 2020

Next Review: September 2020

Reviewed by: Head

Adopted by: Head



West Berry After School Club and Breakfast Club

West Berry After School Clubs and Breakfast Clubs are run by the school and staffed by adults who are employed by the school and know the children well. The children are offered a choice of play activities including crafts, construction and outdoor play. The children are offered the opportunity to complete homework in a quiet area if they choose and all children are offered a healthy snack. The atmosphere is relaxed and the children can enjoy spending time with their friends. On occasion, the children may be taken to the local village play areas or village shop.

Booking forms are available from the school office or the school website. Completed forms can be handed in to the school office or emailed to parents@westberryfederation.org.uk

Registration and Booking Procedures

West Berry School Clubs are available to all children aged three to twelve years. We aim to ensure that the club welcomes all sections of the community through open and clearly communicated booking and registration procedures.

Registration

The club accepts children aged 3 to 12 years. The club operates from the end of the school day until 6pm, Monday to Friday (dependent on sufficient bookings), term time only. Breakfast club starts at 8am until the start of school, term time only.

Afterschool bookings for school aged children can be made in multiples of 30 min sessions to meet your childcare needs at a cost of £1.85 per child. Bookings for pre-school children can be made in multiples of one hour at a cost of £4.50 per hour.

Pre-booked Breakfast Club sessions cost £2.60 per school aged child and £3.50 for pre-school children. This includes breakfast.

As the provision is run by the school you can use Child Care Vouchers or may be able to claim Tax Credits or Universal Credits to help pay for your child's place.

We ensure that information about our School Clubs are accessible to all families, copies of our booking forms are available from the school office and online via the school website, www.westberryfederation.org.uk

The club is flexible about attendance patterns to accommodate the needs of individual children and families.

Bookings are taken on a first come first served basis. The club accepts up to 24 children per session when sessions are booked in advance. Children will be placed on a waiting list for particular sessions if the club exceeds this number, Parents/ Carers will be contacted once a place becomes available.

Booking forms are issued via the school before the start of each half term and can be downloaded on the West Berry Federation website, or from the school office. Forms should be returned to the school office by the end of the first week of each half term. Invoices will be sent out after each half term for prompt payment.

Ad hoc bookings can be made via the school office but are subject to places being available. Ad hoc sessions can be paid for at the time of booking or on receipt of the invoice at the end of the half term. We have the right to refuse any family for non-payment of fees. Ad hoc bookings for After School Club are charged at £4.50 per hour (min one hour booking per day). Ad hoc bookings for Breakfast club are charged at £3.10 for school aged children. Ad hoc bookings are not accepted for pre-school children.

All booked sessions must be paid for unless one month's notice is given to the School Office.

Terms and Conditions of booking

- 1) Bookings must be made in advance to the school office.
- 2) Fees must be paid half termly within 2 weeks from receipt of the invoice.
- 3) Ad-hoc bookings will be accepted if places are available.
- 4) Refunds for cancelled sessions will not be credited unless notice is given within stated time limits.
- 5) All YR and KS1 children (Mulberry and Aspen class at Berrynarbor and Cherry and Maple at West Down) will be collected from their classroom. KS2 children (Pine and Alder class at Berrynarbor and Willow and Oak classes at West Down) will make their own way to the club.
- 6) Children must be collected promptly at the scheduled end of the booked session. Parents collecting their child more than 5 mins late may be charged for the additional 30min period.
- 7) Children will only be allowed to leave the club with a known parent or carer unless prior permission is given to staff. The club will refuse collection of a child if the person is unknown to the staff or no permission has been given.
- 8) The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the Parent/ Carer in order to attempt to resolve the difficulties amicably.
- 9) The club has the right to exclude a family for non-payment of fees.

As our School clubs are run by the school and staffed by school employees they adhere to all the same stringent policies as the rest of the school. These policies can be accessed via the school web site. www.westberryfederation.org.uk.