



Charles Saer Community Primary School



 [facebook.com/CharlesSaerCPS](https://www.facebook.com/CharlesSaerCPS)

Headteacher: Mrs H. Willott

Breakfast & After School Club Policy

Mission Statement

The primary purpose of our breakfast and afterschool clubs is to provide childcare and allow parents/carers flexibility around the school day to fit in with work and family life. We believe that this an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity and well-being.

Dear Parents/Carers,

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child if they attend the breakfast and/or after school club.

We are very happy to discuss anything about the clubs with you. You can telephone the school office or message on our Facebook page (Charles Saer Kidz Club).

At the breakfast and after school clubs, children have plenty of space to play with access to large indoor spaces and the school grounds. Healthy breakfast/afternoon snacks and drinks are provided at the clubs. The staff design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of ages, interests and needs.

This pack contains written information about the club, included

- A registration and consent form which needs to be completed for all children attending the club and which must be signed and returned to the school office once your child/ren start attending.
- Important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- Policies setting out the responsibilities of parents, children and staff.

General Information

Charles Saer breakfast and after school club provides before and after school childcare for children in Reception to Y6.

Admissions

Any child of the above age attending school can attend. All places must be booked and paid for 1 week in advance through ParentPay. We have limited spaces so please book early – we recommend booking a term in a block in advance. Any places booked within the week of booking incur a £10 late fee charge per child.

Opening Hours

The morning sessions start at 7.30am and breakfast is provided, if you wish your child/children to have some. The children are then able to do quiet activities and/or play before they are taken to school for 8.35am. The after-school sessions start at 3.15pm (when school ends) and finish at

5.45pm during term time. If your child is already attending a school club, they will be taken to after school club when this has finished. If your child/children are collected after 5:45pm, a £10 late fee will be charged per child. You will not be able to book again until this debt is cleared.

Children must be signed in and out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be dropping off/collecting, you will need to advise school beforehand and provide consent.

Fees

Breakfast club - £3.50

After school club - £6.50

Late booking fee - £10

Late collection Fee - £10 per child

You will not be able to book another session until all late fees are paid.

If you are late to collect your child more than three times, we unfortunately will not be able offer them a place again.

Parents may request a receipt for any payment made at any time.

Policies, Procedures and Safeguarding

We will follow all of the school's policies and procedures including safeguarding. If further reference is required, these are available on our school website.