



Christ Church CE (c) Primary School
Breakfast and After School Provision
A policy of fees for Breakfast and After School Care.

The Rationale of Our Breakfast and After School Provision

The breakfast and after school provision has been set up by the school to provide a wraparound care facility for the children who attend Christ Church Ce (c) Primary School. We pride ourselves in providing a caring, safe and happy environment for children, which upholds the schools values and ethos. There are a variety of activities and facilities available for your child to enjoy during their time in the clubs. Weather permitting this includes outdoor play too.

Timings:

Breakfast club runs from 7.45am – 8.45am.

After school club runs from 3.15pm – 6pm.

After School Club Sessions:

Bookings are made on timed sessions and charges will be dependent on the sessions you book. The sessions are as follows:

3.15pm – 4.15pm

4.15pm – 4.45pm

4.45pm – 5.15pm

5.15pm – 5.45pm

5.45pm – 6.00pm

After School Club Light Supper:

If your child attends after school club beyond 5.15pm a light supper option is available. This is provided for an additional cost of £1 per light supper. The menu for the light supper can be found outside the school hall door or alternatively on our web site.

Late collections from After School Club:

Should you collect your child after the session time you have booked, you will be charged for the next session. This charge will appear on your following month's invoice. However, we do appreciate that sometimes delays can happen. Therefore, school will allow a five minute leeway, before you go into the next session and incur additional charges. If you are regularly five minutes late we will ask you to amend your booking to include the next session.

Collections after 6pm:

After school provision closes at 6pm prompt. The staff we employ are only contracted to this time. Therefore, if you are late to collect your child after 6pm, you will automatically incur a £5.00 charge for every 5 minutes after the 6pm close. You will receive the charges for this on your following month's invoice.

Payment of Fees:

To book a place in either breakfast club or after school club, please use the booking form which is available from the school office or can be downloaded from our web site.

To secure your booking, payment of the first month's fees is required. The full fee will be charged if the child does not attend for any reason.

Invoices will be issued to you monthly, approximately 15th of each month. **Fees are due and payable on the 1st of the month, one month in advance.** For example, fees for October will be due on the 1st October.



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Late Payment of fees:

Unfortunately any late payment of fees will put at risk your place at either breakfast or after school club. If after receiving both a text and a phone call about any money due, the balance is not paid in full, then your child's place at either breakfast club or after school club will no longer be available. You will be unable to request a new place until your debt is paid. It is also likely that your place may not be available once your debt is cleared, as often there is a waiting list of children wanting a place at both the breakfast and after school club. **We therefore cannot stress enough how important it is to make sure any money due is paid on time**

If payments are not received the debt will be referred to the Local Authority for collection.

Cancellation of Sessions:

One month's calendar notice in writing is required to cancel or amend the breakfast or after school club bookings.

Shift Patterns:

School will endeavour to accommodate shift patterns where possible, on receipt of proof of schedule. Please contact the school office if this needs to be discussed further.

Making New Bookings or Changes to Existing Bookings:

All bookings or changes to bookings should be made direct with the school office and not with wrap around staff. We require any changes to your bookings to be put into writing and we also require a month's notice to any changes to your bookings.

Absences:

Please note that if your child does not attend breakfast club and after school club for any reason, fees will still be charged. This does include school residential visits.

Behaviour:

Because school is responsible for our Wrap Around Care facility, the school's behaviour policy will continue to be implemented. Children still need to understand that they need to behave appropriately and respect the school environment. We expect all children to keep the school rules during Wrap Around Care for the safety of themselves and the other children who attend.

If your child persistently disobeys our school rules during their time at Wrap Around Care, the school hold the right to withdraw the place allocated to your child.

Notes for parents

- All queries regarding after school provision should be through the school office on **01543 510661**.
- After school club can be contacted after 3.15pm on **01543 334439 (This number should not be used for bookings or invoice queries)**.
- The after school provision is open Monday to Friday 3.15pm to 6.00pm
- The minimum charge for after school per day is £4.20 per child
- A light supper is available to book for those children who are in wrap around after 5.15pm (pre-bookable) costing £1
- The charges for breakfast club are £4.00 for 7.45am starters and £3.00 for 8.00am onwards.
- Bookings should be made using the booking form available from the school office or school web site.



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- Last minute bookings can be arranged with school between 8.30am and 3.00pm, providing school have available places
- If for any reason, your child(ren) will not be attending a booked session, please ensure you inform the school office. Please note your child will still need to be collected from after school club care to ensure their safety.
- Any bookings, regardless of non-attendance will still be charged for.
- Please ensure any payments are where possible paid through parentpay. Mrs Savage, Manager, will not be able to accept any money or bookings; her main concern is the welfare of the children.