



ENGLISH MARTYRS BREAKFAST AND AFTER SCHOOL CLUB POLICIES



English Martyrs After School club adhere to The Schools Policies and procedures. We have the additional policies below to safeguard the children who attend Breakfast and After School club

After School club except children from Nursery – Year 6
We work on a ratio of 1-8, all children are welcome who can work within our ratios.

To attend Breakfast / After School Club parents **must** complete a registration form and return to after school club. With this information, you are added to the school money system. You will receive a text with your password and instructions how to book.

We operate on a first come first served basis. Bookings/ Payments are made by using School Money System.

Parents are texted/emailed at the same time to remind parents to book their child into Breakfast / After School Club.

Breakfast club opens at 7.30 am we are not insured before this time.

After school club finishes at 6pm (5pm when school closes at 2pm)

Bookings close every Friday 5.30 pm for the coming week.
If you require a place and you have exceeded the deadline, please ask a member of staff if we have space.
If you book less than 24 hours' notice you will be charged £12.00 for the session.

- **I understand that once my booking has been made there are no refunds for any cancelled or changed sessions**
- **The management cannot be held responsible for changes in your child's circumstances that might prevent attendance**
- **I understand that if I book extra sessions on site (depending on availability) that these must be paid for at the time of booking at a cost of £12.00. No sessions can be booked without advance payment**
- **A late collection fee of £5.00 per 5 minutes will be charged after 6pm (after 6pm after school club will contact your emergency contacts to collect your child) (at 6.30 pm Social Services must also be notified)**
- **Children must be signed into breakfast club (year 6 Children may sign themselves in with parent permission)**
- **Children must be signed out of after school club (year 6 may sign themselves out with parent permission with a given time to release the child)**

I have read and understood the booking policies above

CHILDS NAME

Parents signature.....Date.....