

# **Eaves Primary School**

## *'Excellence in Everything'*



## **Care Club Policy**

January 2024

Status	<b>Non-Statutory</b>
Responsible Governors' Committee	<b>Finance</b>
Date first approved by GB	<b>January 2010</b>
Responsible Person	<b>Mrs N Kearney</b>
Review Date	<b>January 2025</b>

### **What is Care Club?**

Care Club is our breakfast and after-school provision. It runs from 7.45am - 8.45am and then again from 3.15pm- 5.15pm. Booking forms are available from the school office and on our website.

Care Club is very popular so please try to book well in advance. We will always do our best to accommodate your needs, however places each day are based on adult to child ratio. Places are allocated on a 'first come, first served' basis.

The staff who run this provision are all known to our children and work across school in different roles. This makes it easier for our younger children to feel comfortable with these recognisable adults.

The children have access to outdoor play (weather permitting), art and craft activities and can have supervised use of the school lap tops. The children are given a choice of healthy food to stave off hunger after a busy day at school and before parents/carers/grandparents arrive to collect them.

### **Conditions**

1. Fees are payable in advance, weekly or monthly, by using ParentPay. Failure to pay fees will result in your child's place being withdrawn immediately.
2. Children will not be entitled to a reduction in fees for absence due to sickness or holidays taken in term time. Fees are still to be paid if your child does not attend a pre-booked session. Please inform staff if your child will not be attending when a session has been booked.
3. If a child is not collected by 5.15pm an hourly rate of £10.00 will apply. Please note there has to be 2 adults in Care Club at all times so this will be a charge of £20.00. A warning letter will be sent before this happens. Lateness puts your child's place at risk. The school reserve the right to terminate a contract for late collection.
4. Two weeks written notice is required if parents/carers request a change of childcare sessions, or no longer require a place. If notice is not given, two weeks fees will be payable and your child's place will be withdrawn. If a child leaves the school no notice will be necessary.
5. It is the responsibility of the parent/carer to inform the club if an adult other than the parent/carer is to collect a child. All children must be collected by a responsible adult, over the age of 18.
6. For continuity, the whole school behaviour policy is followed, copies are available on request. The school reserve the right to terminate a contract if a child continuously misbehaves.
7. Prices will be reviewed before 31<sup>st</sup> March annually and may be increased in line with inflation.
8. Ratios of adults to children have to be adhered to for safety reasons.