



Name of policy	The Kingfisher School -After School club
Date written	February 2023
Amendments made	
Date approved	
Next Review Date	February 2024

After School Club Policy and Procedures

Procedure for joining The Kingfisher School's After School Club

Bookings: Bookings are made by completing a registration form and selecting days you wish your child to attend through Parent Pay.

Payment: All payments must be made through Parent Pay. We do accept childcare vouchers, please contact the school office to arrange payment using this method. Charges for After School Club will automatically be added to your child's Parent Pay account. They must be paid in advanced. If you have any questions or require an invoice, then please contact the school office directly. The club reserves the right to withdraw the place at ASC if parents do not follow cancellation procedure or if any payments are consistently late.

Charges/ Timings: For 2022/23 We offer an amazing sibling discount at £10.00 per child, £15.00 for two siblings and £18 for three siblings. We run from 3.20pm-6.00pm Monday – Thursday and 3.20pm -5.00pm Fridays. After School Club charges are reviewed annually for implementation in the next academic year.

Booking: Bookings must be made before 9am on the day that you wish to use the After School Club. Bookings after this will only be taken in case of emergency and you have to make the booking by calling the school office.

Cancelling a booking: You are required to inform the office in advance if your child is going to be absent from After School Club.

Illness: If your child becomes unwell whilst at the club, we will ensure that you are contacted immediately in order to collect them early.

Collection of children: Children will only be allowed to be collected by a person/s named on the registration form. For Health and Safety reasons, parents/carers are required to sign their children out of the club.

Collection: When collecting your child/children you will need to call the After School Club staff on the following number **07565752180** as our school office will not operate during after school hours.

Late collection of children: Will result in you being charged an additional £5.00 per child every 15 minutes that you are late. If contact cannot be made, the club is obliged to contact Social Services/ Police who will take responsibility of the child/children and continue to try and contact parents until successful. Please note – the club is not insured for childcare purposes after advertised closing hours.

If you think there is a possibility that you might be late, then please call the After School Club staff on **07565752180** to inform them. Discretion will be used in deciding whether there will be an additional charge in cases where there are extenuating circumstances.

The club has the right to withdraw the service of persistent late collection occurs.

Behaviour: After School Club follows the same Behaviour Policy as the school uses during the day. If a child continually misbehaves and disrupts the smooth operation of the club and enjoyment of others, we will consider removing their place on a temporarily or permanent basis.

Valuables: We cannot take the responsibility for valuables during the club and therefore ask that they are not brought to After School Club.

Snack: Healthy snacks are provided at 3.30pm and 5.00pm. Children attending other school clubs during After School Club times will still be able to have their snack when they are signed into After School Club.

As the parent / carer of _____ (insert child or children's name) I hereby sign to say that I have read and agree to the After School Club policy and procedures dated February 2023.

Signed _____

Dated _____