

## **Redhill Primary School Admissions Policy for Breakfast Club and Afterschool Club**

### **Admissions criteria**

Breakfast Club and Afterschool Club are registered with Ofsted to care for up to 55 children between the ages of 4 and 11. It is open to all children that attend Redhill Primary School. If you require a place for your child/ren at either club an 'Expression of interest form' can be requested from the school main office. This form must be completed and returned to consider a place for your child/ren.

### **Waiting List**

Places come on a first come, first serve basis. If there are more applications, than there are places, your child will be put on a waiting list in the time order the expression of interest form has been returned. When a place does become available you will be contacted to see if you still require the place. If you do not require the place at that current time, then your place will be offered to the next person on the waiting list. We do not hold places.

### **Acceptance of place**

If you have accepted a place but decide you no longer require it, a 4 weeks' notice period is still required. You will still be charged for the 4 weeks' even if your child does not attend.

### **Charging procedures**

#### **Fee's**

Breakfast Club- £2.50 per session with breakfast

Afterschool Club - £7.50 per session with snack

*These charges are term time only and will be invoiced accordingly.*

*A minimum of one session per week is required for your child to attend.*

### **Payments**

Invoices are handed out on the 1<sup>st</sup> of every month (depending on what day this falls on) and are to be paid by the 28<sup>th</sup> of the month. After 28 days you will be charged a further 10% on top of the original amount. Failure to settle your account within 35 days of the original invoice date will result in your child losing their place at the extended club.

### **Payment type**

The clubs accept payment by many different childcare voucher schemes. Please check with the administrator if you require any further information about this. We also accept cash and cheque.

### **Cancellations**

There will be no reimbursement for one off cancellations regardless how far in advance you cancel (unless under extreme circumstances in which case it is subject to review by the Managers). If the School closes early due to unforeseen circumstances, such as poor weather conditions, the Breakfast club and After school club will not be open. If you need to cancel your place at the Breakfast or After School Club, **4 weeks'** written notice is required. (Fees are non-returnable).

### **Non-Attendance**

If a child is booked in for a session at Breakfast club and does not attend due to illness, please contact the school office to let them know that your child will not be in school. If your child will not be attending the Afterschool club, then the school office needs to be notified so

this information can be passed onto the manager before collection, at the end of the school day. Full payment will still be required for the missed sessions.

### **Drop off and Collection Procedure**

For Breakfast Club Your child must be brought down by an adult to the main school door where a member of staff will meet you. Children can be collected from the Afterschool Club at any time between the start of each session and before the Club closes at 6.00pm by parents/carers or a designated person with a password. Children will only be allowed to leave with the parent/carer or with an individual who the Club has been notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in person or by phoning the school office prior to collection. A signature will be required when collecting your child/ren to sign them out.

### **Late Collection**

In situations of late collection of children, the following procedure will apply if no contact has been made:

At 6.05pm all contact phone numbers will be rung, including the emergency contact number. Messages will be left where possible, asking for contact to be made.

After 30 minutes (i.e. by 6.30 pm), the numbers will be rung once more, and if no contact is made, Social Services will be contacted, to arrange temporary foster care.

### **Late collection fee**

If the child is collected late (up to 5 minutes after 6pm) a warning will be issued to the parent. After three warnings have been issued a payment of £5.00 per 5 minutes will be payable to the club. If you know that you are going to be late please contact the office and let them know if you have arranged for someone else to pick up your child and use the agreed password to ensure your child's safety.

### **Children with special educational needs**

In line with the Redhill school's Equality policy to enable all children to take part as fully as possible in every part of school life by developing each child's self-confidence, recognising their strengths and encouraging them to achieve their full potential. We will take reasonable and necessary steps to meet children's needs by using a variety of approaches and planning reasonable adjustments for disabled pupils, enabling all children to take as full a part as possible in all activities. We will make reasonable adjustments to ensure the breakfast and afterschool club environment and its activities are as accessible and welcoming as possible for all children. We will actively encourage positive attitudes towards all members of our community and expect everyone to treat others with dignity and respect.