

Puddletown First School



Extended School Information

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1.0 General

- 1.1 Puddletown Before and After School Club is run by Puddletown First School and exists to provide high quality out-of school hours child care for parents. It provides stimulating and creative activities in a safe environment. The club operates from 7.45am-8.30am and from 3.15pm-5.00pm Monday to Friday for Breakfast provision and Monday to Thursday for after school provision. Current costs per session can be obtained from our website and the School Office. The club is not open on non- pupil days and the after school club will not be open on the last day of term.

2.0 Admissions

- 2.1 All children attending Puddletown First School from reception up to Year 4 are eligible to attend.
- 2.2 There are 12 Before School Places available and 20 After School Club Places available. All places are subject to availability.
- In the event of a waiting list the following criteria will apply:
 - a) Children with siblings already attending the Club
 - b) Children with siblings already attending the Club
 - c) The date the registration form is received in school or online.
- 2.3 An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health and contact details and persons who may collect child.
- 2.4 All staff are made aware of the details of a new child this includes notification in writing of any known allergies/intolerances via our arbor app.
- 2.5 Children's attendance is recorded in a register.

3.0 Arrival and Departure

- All children will be registered at the beginning of each session and upon collection
- In the mornings Parents/Carers bring their child to the school office where they will be met by a member of staff. In the afternoons staff will bring children to the school office to be collected
- Parents/carers must inform the school in advance if another adult is collecting their child.
- Parents must inform the School Office if their child is going to be absent from club.

5.0 Behaviour

- 5.1 Whilst attending the Club children are expected to:
- Follow our school rules of READY RESPECTFUL SAFE
 - Choose and participate in a variety of activities
 - Ask for help if needed
 - Staff will follow the school's relational behaviour policy

6.0 First Aid and Sickness

Staff will have the appropriate first aid certification

7.0 Uncollected children

- 7.1 There is an expectation that parents will collect their child/ren from the After School Club at the end of their booked session. In the event of delay please contact the school 01305 848206
- 7.2 In the event that a child is not collected and contact has not been made. At the arranged collection time the following procedure will be undertaken:
- Parents will be contacted in the first instance by telephone.
 - Emergency contacts will be contacted in the second instance by telephone.
 - If these contacts are unavailable and we have had no contact after approximately one hour, the police will be informed.
 - There will be an additional charge made.

8.0 Payment of Fees

8.1 It is a requirement of the Club that fees are payable at **booking, 48 hours prior** to the sessions required.

Should a payment not be received the school will withdraw the place(s) at Before/After school club and refer the matter to the Local Governing Body.

8.2 If a parent is experiencing difficulty in payment of their fees they should contact the school office as soon as possible.

8.3 **Should your child be absent for any reason we cannot offer a refund.** A credit will be provided if the club is cancelled for any reason by the school.

8.4 Cancellation of a Club place by parent/carer needs to be given 48 hours in advance otherwise payment would be expected.

8.5 Fees will be reviewed annually during the summer term and parents/carers notified of the outcome. Any change will take affect from September.

8.6 Current Fees

- Breakfast club 7.45am – 8.30am - £6
- After School Club
 - 3.15pm – 4:30pm - £8
 - 3.15pm – 5.00pm - £10

8.6 Procedure for Payment of Fees

- All payments should be made through the school's online payment system
- No acceptance of a place can be made unless the payment is received

8.7 Late Collection Fees

if you are late collecting a child, you will be charged a late collection fee as follows:

- Where collection was due at 4:30pm then parents and carers will be charged for the next charging band.

After 5pm £5 per child for late collection for the first 15 minutes and increasing by £5 for each additional 15 min band.