

Limehurst Primary School



Before & After School Club

Developed: October 2024
Next Review: October 2025

Introduction

The Before and After School Club childcare provision exists to provide high quality out-of-school hours childcare for our parents. They provide a range of stimulating and creative activities in a safe environment and are led and school operated by school staff.

The Aims of our Before & After School Childcare Provision:

- To provide all children with a warm, secure, happy and stimulating environment.
- To recognise children as individuals with their own particular needs and talents.
- To give children time and space to work at their own pace.
- To treat all children and their families with equal respect.

Breakfast Club

The Breakfast Club operates from Monday – Friday, 8.20am - 8.50am during term time. The fee for breakfast club includes access to a healthy breakfast and a drink.

Admissions

- Only children attending Limehurst Primary School are eligible to attend.
- All places are subject to availability.
- All Breakfast Club sessions should be booked via the School Gateway App. The booking deadline is 8.10am on the day of the session.
- **Last entry is 8.40am.** Unfortunately, no children will be accepted after the door has closed.
- Children's attendance is recorded in a register.
- A paper copy of this policy is available to view via our school website.

Arrival and Departure

Pupils are required to access Breakfast Club via the door off the junior playground, signposted 'Pupil Entrance'.

After Breakfast Club, our dedicated school staff will guide all pupils directly to their respective classes.

Payment of Fees

Breakfast Club sessions are £1 per child. Fees should be paid in advance via the School Gateway App.

We encourage you to book your child's place in the Breakfast Club via the School Gateway App.

If your child is not booked through the app, our school staff members will manually add them to the register to ensure you are charged appropriately for the session. This will be reflected in your 'Breakfast Club' balance on the school Gateway App.

In the event that balances remain unpaid after 30 days, and no prior payment agreement is in place, we reserve the right to suspend access to the Breakfast Club provision. During this suspension, you will be temporarily restricted from booking any further sessions until all outstanding amounts are cleared. You will receive written notification to advise you of this.

After School Club

The After School Club operates from Monday - Thursday, 3.10pm - 5.15pm during term time.

Activities

Our After School Club offers many activities, ranging from board games, arts & crafts and sports. The children have access to the EYFS provision with both indoor and outdoor play opportunities. Limehurst believes that the club should provide a wide and varied curriculum for children and its aim is to make sure that every child's needs are met and they enjoy attending the club beyond the statutory school day.

Admissions

- Only children attending Limehurst Primary School are eligible to attend.
- The registration forms must be completed prior to the child's commencement at the club.
- All After School Club sessions **must** be booked via the School gateway app. The booking deadline is 11.30am on the day of the session.
- If your child has not been booked onto a session but they are not collected at their usual collection time, you will be promptly contacted via telephone to collect them.
- Sessions are 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message and email. **The current session capacity is 23 children.**
- Parents can change or cancel their sessions up to 1 week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.

Fees

From 6th January 2025, the fee structure will be as set out below;

End of the school day upto 4.30pm collection	First child £6 per session Sibling discount of £4.50 per additional child, per session
After 4.30pm and upto 5.15pm Collection	First child £7.50 per session Sibling discount of £5.50 per additional child, per session

After School Club fees include a healthy snack and a drink.

Payment of Fees

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

Fees are to be paid on a **weekly** basis via the School Gateway App. If your child attends after school club full time and you are paid monthly, it may be possible to arrange to pay on an agreed day of each month (as opposed to weekly). Please speak to the school office to discuss. If this is approved, it is important that you consistently pay on the agreed date to ensure monthly payment agreements can continue.

In the event that balances remain unpaid after 30 days, and no prior payment agreement is in place, we reserve the right to suspend access to the After School Club provision. During this suspension, your ability to book further sessions will be temporarily restricted until all outstanding amounts are settled. You will receive written notification to advise you of this.

Additionally, during any periods of suspension, if your child is not collected at their usual collection time, they will remain in the school office (rather than being taken to the after-school club). In such cases, we will promptly contact you to arrange collection.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Collection

Pupils are to be collected from the Nursery entry door, accessible from the area opposite the portacabin. To alert the staff that you are waiting, please press the doorbell situated on top left of the door.

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded. Please provide the exact collection time to ensure accurate billing.

The collection of a child can only be undertaken by someone detailed on the After School Club registration form. Therefore, should you wish someone new to collect a child, the parent/carer must notify the office in advance (before 4pm as this is when the office closes) and the new person will need to be aware of the password which you used on your child's registration form.

The club closes at 5.15pm promptly, where there is a delay in collecting the child staff will attempt to make contact with the priority person on the contacts list as well as other people on the contacts list. Should late collection become a regular occurrence with the same family, they may be advised that they can no longer access the After School provision.

Uncollected Children

If a child has not been collected by 5.20pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

For further information regarding our Before and After School Childcare Provision please contact:

Tel: 0161 770 7220

Email: info@limehurst.oldham.sch.uk