Breakfast and After School Club Policy and Agreement

St. Bernadette's Catholic Primary School

Approved by:		**Date:**	September 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

ADMISSIONS

The club is fully inclusive for children from Nursery to Year 6.

Places are offered on a first come-first served basis.

AIMS

- To provide a happy, welcoming place at the start and end of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at the Breakfast / After School Club.

OPENING TIMES & CHARGES

The Clubs are open Monday to Friday during school term time. (Please note that whilst Breakfast Club operates on the last day of term, ie Autumn, Spring & Summer, the After-School Club does not) Breakfast and After-School clubs operate as normal on the last day of a half term.

Breakfast Club opens at 7:30am

Session Cost: £6.00* per child

Children should be dropped off by a responsible adult at the hall door (unless otherwise indicated) and handed over to a member of staff.

After-School Club closes at 5.30pm

Session Costs: After-School for 1 hour session £5.00* per child

After-School for 2 hour session £7.00* per child (late pick up charges apply)

Children should be collected from the playground gate (unless otherwise indicated) by a parent/carer. If you need to arrange for someone else to collect your child, you MUST complete the 'Nominated Individuals' section on the attached Agreement.

* *The Governing Body reserves the right to increase these charges as appropriate. Parents will be notified 4 weeks in advance of any changes to payments.*

BOOKINGS

Bookings and payments MUST be made via Arbor, in advance.

Children cannot just turn up on the day or attend without pre-booking.

There are a limited number of places available each day.

Subject to availability, bookings can be made up until 3 hours before.

If your child attends an extra-curricular after school club such as sports or another activity and you require After-School Club for the second hour, you should select the 1 hour session option when making your booking.

PAYMENT

All sessions should be paid for at the time of booking with the exception of those using Childcare or Government vouchers.

People using childcare voucher schemes should select the pay later option and ensure that the value of bookings made is transferred as soon as possible. Your account will then be manually adjusted with the credit once received.

SAFEGUARDING

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/ After School Club have current DBS clearance. These records are held in the school office. Breakfast/ After School Club staff will follow existing school policies and procedures for child protection and the code of conduct.

POLICIES & PROCEDURES

Breakfast/ After School Club will follow the schools own policies and procedures and these are available from the school office and on the school website.

LATE PICK-UP

For late collection from 5.30pm onwards there will be an additional charge of £2.00 per child added to the booking. For persistently late collection we reserve the right to increase the additional charge to cover our staffing costs. (persistently late collection is defined as more than once per half term).

CANCELLATION

Charges will apply for non-attendance unless cancelled 2 two working days prior to the session. Currently you must contact school via phone or email to cancel a booking.

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Breakfast & After-School Club Agreement

I……[print name] parent/carer of
……..[child's name]

have read and accept a copy of the club policy and agree to abide by the terms therein.

Sessions are booked on a first come, first served basis.

I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via the online booking system or through a government/childcare voucher scheme. I understand that I will lose my place if my account is in arrears.

I understand I can change or cancel sessions up to 2 working days prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.

I understand that if my child is booked into after school club, they will not be allowed off the school premises. If you subsequently telephone to cancel the place with less than 2 days' notice, you will still be charged and you accept full responsibility for your child's safety.

I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.

I understand that there may be an additional charge if my child attends a club from an external provider.

I understand that a fee will be applied for late collection from 5.30pm onwards at £2.00 per Child* and will be applied to my account.

I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our After School Club, including parents and carers. I understand that the club will not release my child to anyone else.

Name	**Relationship**
……	……..
……	……..
……	……