

ALL SAINTS CATHOLIC PRIMARY SCHOOL BREAKFAST CLUB POLICY

COME and SEE..... (John 1:39)

Enrolment:

To enrol your child(ren) in the after school club, a booking form must be completed, please see appendix 1. Sessions for your child(ren) must be selected at time of enrolment. Due to staffing levels, any requests to change sessions must be made no less than half a term in advance. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Sessions:

The after school club will run Monday to Friday term-time only. Sessions are available in advance only.

Session times are as follows:

3:30pm – 4:30pm

4:30pm – 5:30pm

Admittance to after school club will not be granted if a session has not been booked at least 24 hours in advance.

Payment:

Payment is in advance and will be invoiced on a half termly basis. Invoices will be generated in the last week of a half term for the forthcoming half term. Advance payment is required to secure your child's place at the after school club. Refunds will not be made for any missed booked sessions, please see paragraph below on charges.

Charges:

The after school club operates a flat rate charging policy. Charges are **£3 per hour**. Booked sessions will be charged for, irrespective of absences, this is to cover staffing provision.

If your child is involved in an extra-curricular club that clashes with one of your booked after school club sessions, they will only be charged for the second hour unless they are the only child staying that day.

Persistent late collection of children may incur fines.

Notice of any increase in charges:

We will give one term's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the after school club supervisor and after school club assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The after school club will use a variety of spaces within the school to operate. Activities may include but will not be limited to:

- Arts & crafts,
- Reading,
- Board games,
- Physical activity
- Quiet space for homework
- And other such themed activities deemed suitable

Food and Drink:

A healthy snack will be served. This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal. Examples of the types of foods that will be served include:

- Toast/Bagels/Waffles/Pancakes/Crumpets (with a variety of toppings)
- Sandwiches (with a selection of fillings such as jam/ham/cheese spread)
- Cereal bars
- Bread sticks/Crackers
- Cheese
- Yoghurt
- Fruit or Vegetable/Salad snacks
- Fruit juices/water/squash

Ethos and policies:

The after school club will function under the ethos and auspices of all school policies. E.g. the behaviour policy.