

Keelham Primary School Breakfast & After School Care

'The Crew'

Fees & Admission Policy

It is important that you read and accept the regulations, policies and procedures before you sign this agreement. A copy of our policies & procedures are available from the Head Teacher.

Out of school care

Before school care- This runs from 7.30 - 8.50am in the hall. The club will not accept responsibility for any child until they have been signed in at the club by a parent or guardian. At 8.50 the children will be escorted in to the classrooms where they will be under supervision of the class teachers or teaching assistants.

After school care - This runs from 3.00 - 6.00pm in the children's room/school hall. At 3.00pm the children will be met by a club member in the playground where they will be signed in by a member of staff from the club. If a child has not arrived at the club by 3.15 the staff will put in to practice the lost child policy.

Before & After School Clubs run term time only.

Fees

The cost of the Before School Care is £4 per session, per child, including breakfast.

After School Care is £9 per session, per child, including tea.

Late Charges

All children must be collected from the club by 6.00pm otherwise you will incur a late collection fee of £2.50 per 15 minutes.

Collection of the Child

All children must be collected by an authorised adult. This person must be someone who is designated on the child's registration form. No child will be allowed to leave the club without being signed out by an authorised adult. If for any reason you/the designated adult are unable to collect your child from the club, you must telephone school on 01274 832491 or contact The Crew direct on 07985498047 out of school hours and notify them of who will be collecting your child. You will be asked to provide a description of the person and a password for them to use.

Payment of Fees

All fees must be paid in full at the start of every month. Fees are to be handed to a member of the care staff or the school office in a labelled envelope. The envelope must be labelled with the following details; Child's name, Class/Year Group and the amount of fees enclosed (cash/cheque). The club will accept cash or cheques and specific child care vouchers. Cheques must be made payable to Keelham Primary School. If you require any information about child care vouchers please contact Mrs. Watson.

If anyone has any problems in paying fees please speak to Miss Butler straight away.

Any non/late payments of fees may result in your child's place being withdrawn.

Bookings

Children must be booked in to the club for the term in advance, this is to enable us to ensure adequate staffing in the club at all times. All sessions booked must be paid for regardless of whether your child attends or not. No reductions will be made for a child not attending for any reason including sickness however; any school enforced closures will be credited. If your child will not be attending any booked sessions you must notify the club as soon as possible. If the club is not notified they will assume the child has gone missing and therefore will follow the lost child policy/procedure. All extra bookings must be made through the office and once availability has been confirmed you will be informed.

Notice Period

If you no longer need your childcare place we will require 30 days' notice. Please notify the school in writing of your request.

We reserve the right to withdraw a child's place at the club if fees are not paid promptly, or where there has been a breach of this contract or any other policy/procedure which is in place at the club, such as unacceptable behaviour (see behaviour policy). Any decision to withdraw a child's place/exclude a child will be made by Miss Butler and parents will be notified in writing of this decision. All our policies and procedures are available for parents to read. Please ask staff if the club of you would like a copy.

Snow Policy

In the event of snow, The Crew club will follow the same procedures as the school, in that parents are asked to collect children as soon as possible if travel conditions deteriorate during the day.

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Registration Form/Two Way Contract

Parent

Child/rens Name(s)	_____	Class _____	<input type="checkbox"/>	Pls tick appropriate box if any of the listed children are under 5 years of age
	_____	Class _____	<input type="checkbox"/>	
	_____	Class _____	<input type="checkbox"/>	

I would like my child/ren to start attending Keelham Crew from (Date) _____

I _____ will ensure my child is dropped off directly at the club and signed in on _____ (days) mornings.

I would like my child to attend the after school club on _____ (days)

I will also adhere to the policies and procedures within the club

I understand that I need to inform the club if my child will be absent from the club at any time.

Parent Name _____ Date _____

Parent Signature _____

Any additional information you wish to inform us about

Designated adults for collection of my child are: -

Name _____ Relationship to child _____

Name _____ Relationship to child _____

Name _____ Relationship to child _____

For Office Use Only

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Care Supervisor

We _____ agree that _____ (child) will be attending the club on the following:-

Mornings _____

Afternoons _____

If your child is under 5 years of age they will be issued a Key Worker

Your child's Key workers is _____

I understand that the child will be brought to Before School Care by a named guardian and will be collected from the After School Care in an evening.

If the named child has not arrived at the After School Care by 3.15pm then we will implement the lost child policy.

Club Supervisor Name _____ Date _____

Club Supervisor Signature _____