

Keelham Primary School Breakfast & After School Care

'The Crew'

Fees & Admission Policy July 2020

COVID-19 amended

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 - 8.45am in the hall. The club will not accept responsibility for any child until they are brought to the door of the club by a parent or guardian. No parent will be allowed in the school building. The staff will then complete the register held in school. At 8.45 the children will be escorted in to the classrooms where they will be under supervision of the class teachers or teaching assistants. Regular temperature checks will be taken on arrival in line with school COVID-19 risk assessment for September 2020.

After school care - This runs from 3.00 - 6.00pm in the school hall. At 2.45/3.00pm the children will be met by a club member where they will be registered by staff from the club. If a child has not arrived at the club by 3.10 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 £5 per session, per child, including breakfast.

After School Care is £10 per session, per child, including tea.

Late Charges

All children must be collected from the club by 6.00pm. In all cases of collection after 6pm you will incur a late collection fee of **£2.50 per child for any part of each 15 minutes** after 6pm. If collection is late for more than twice in a two-week period then the place at the club will be withdrawn.

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 collected by sight 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 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. No parent will be allowed in the school building.

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 Crew staff or the school office in a labelled envelope, or arranged by bank transfer with the school office. 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 will result in your child's place being withdrawn.

Bookings

Registers for each club are limited to 16 pupils at any one time for both breakfast and after school clubs. Children must be booked in to the club for the half term in advance, this is to enable us to ensure adequate staffing in the club at all times and to ensure 16 capacity is not compromised. Once a booking request has been made the school office will confirm the booking by email as soon as possible. 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. In exceptional circumstances extra bookings may be made through the office and once availability has been confirmed you will be informed. In cases of over subscription, the allocation will prioritize 1- the children of key workers as defined by government guidelines 2- vulnerable children (defined by school criteria) and 3- other requests.

Covid-19 addition

If a child is not attending Crew due to the family having to self-isolate (which is not the result of a school enforced Covid closure) school will have to continue to charge, but at a reduced rate of 50%.

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.

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.

November 2020

Keelham Primary School Breakfast & After School Care
'The Crew' July 2020
Registration Form/Two Way Contract

Parent

Child/rens Name(s) _____ Class _____

☐

_____ Class _____

☐

Pls tick
appropriate
box if any of
the listed
children are
under 5 years
of age

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

I require the following **morning** childcare

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

I require the following **afternoon** childcare

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

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

I will ensure my child is dropped off directly at the club and signed in

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 email address _____ 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 _____

Once a booking has been secured, you will receive a confirmation email from the school office.