



# Staindrop CE Primary School

## Extended Day Services Policy

**Our vision is founded on St Luke's Parable of the Sower. We are the rich soil that enables our children to develop deep roots and flourish. We aim to ensure that everyone grows to fulfil their potential. Our school provides an environment rooted in Christian values where learning, laughter and friendship are at the heart of everything we do.**

*Through God's love, we are the rich soil where roots grow and seeds flourish. Luke 8:4-15*

<b>Approved by:</b>	Finance & Resource Committee	<b>Date:</b> September 2025
<b>Next review due by:</b>	September 2026	

Staindrop CE Primary School provides daily Breakfast and After School Clubs for the pupils of the school. We provide care for all children from Reception to Year6 at Staindrop CE Primary School.

The times are as follows:

**Breakfast Club** 7.30am – 9.00am

**After-School Club** 3.30pm – 4.30pm

**Extended After School Club** 4.30pm – 5.30pm

**Late After School Club** 5.30pm – 6.00pm

Parents will be informed about any closures in advance or, in cases of unforeseen circumstances, at the earliest possible opportunity.

### **Bookings and Payments**

Parents must contact the school office to book places.

Should parents choose to terminate their child's place at ASC please let the school office know.

### **Payment of fees**

All ASC sessions are to be paid at least the week in advance (prior to the week your child starts) via ParentPay. Children cannot attend ASC or Breakfast Club unless payments have been made before attending sessions.

All pre booked sessions are to be paid on Friday (prior to the week your child starts) via Parent Pay. Children cannot attend ASC or Breakfast Club unless payments have been made before attending sessions.

If parents/carers wish to stop their child attending completely, notice must be given to the school office.

### **Prices**

Type	Price per session
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After School Club	£4.00 per session
Creative Club	£4.25 per session
Extended After School Club	£4.00 per session
Breakfast Club for 1 child	£4.00 from 8.00am £1.00 from 7.45am £2.00 from 7.30am
Breakfast Club for 2 children	£6.00 from 8.00am £2.00 from 7.45am £4.00 from 7.30am
Breakfast Club for 3 children	£8.00 from 8.00am £3.00 from 7.45am £6.00 from 7.30am

Fees are reviewed annually. Parents will be given notice of any changes.

### **Refunds**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

### **Termination of place**

Staindrop CE Primary School reserves the right to terminate any child's place if:

- Any fees remain unpaid (*Please see Debt Recovery Policy for more info on school procedures*)
- Parents breach any section of the agreement
- The safety/enjoyment of other children is being compromised
- The school deems such action as necessary

### **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

There will be 3 designated pick up times 4.30pm, 5.30pm, 6.00pm. If you require your child to be picked up out of these times due to an emergency you must call the school in advance. No adults will be permitted on the school grounds.

## **Breakfast Club**

Breakfast club opens at 7.30am. Entry is through the main school office.

Upon arrival registration will take place in the hall.

Children will get a choice of breakfast, cereals, bagels, croissants, toast and fruit to begin their day. Parents/carers are responsible for informing the office via the registration form of any dietary requirements.

After the children have eaten, they will have the opportunity to get involved in a number of activities.

At 8.50am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

## **After-School Club**

Children attending ASC will be collected directly from their classrooms by the After School Club worker for registration.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Children can only be collected by an adult who has been authorised to collect them on their registration form.

Parents/carers must inform the school in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Children **will not** be allowed to leave alone.

Pick up times are 4:30pm, 5:30pm and 6.00pm. If you require your child to be picked up between these times please contact in advance. No adults will be permitted on the school grounds.

Parents/carers must notify the school if they will be late collecting their child.

If the school is not informed of late collection then parents/carers will be charged a late collection fee. The cost for picking children up late after the registered end time will be a fee of £5 for every 5 minutes over time.

This charge is to discourage people from arriving after scheduled collection time and should not be seen as a charge permitting late collection. When late collection occurs regularly we reserve the right to withdraw access to the club.

If fees are not paid, school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mr Whelerton as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continuing to make late payments will result in their child's place being withdrawn.

Please see Debt Recovery Policy to see procedures on recovering school debt [here](#).

Breakfast will be provided to all children in Breakfast Club.

The children can bring a light snack to After School Clubs.

Parents/carers are responsible for disclosing any dietary requirements for their child/children on the registration form.

Activities are always pre-planned and will be detailed on the school website.

### **Safeguarding and Health and Safety**

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current Enhanced DBS clearance. Both clubs also have staff who are trained in Pediatric First Aid.

Parents/carers drop their children off at the office door for Breakfast Club and collection from After School Club is from the office door or side gate (depending on the club).

### **Other Policies**

After School Club follows all other school policies (i.e. Health & Safety Policy, Fire Safety Policy etc.)

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

### **Medication**

The Clubs follow the school's Supporting children with Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the office on request or can be found on the school website.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equalities policy.

### **Complaints**

All complaints will follow the school's complaints policy, which can be found on the school website.