

St Margaret's CE Primary School



Before and After School Club Policy

November 2022

Review date November 2025

Purpose

To describe how school delivers a before and after school club service which is affordable, sustainable and of quality

What is Kidzone?

Kidzone is the name given to the before & after school care group at St Margaret's School, for children aged 3 – 11 years.

Aims

Through Kidzone we intend to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals
- Encourage children to have a positive attitude and respect for both themselves and other people
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children
- Offer inclusive services that are accessible to all children
- Undergo regular monitoring and evaluation of our services to ensure that we continue to meet the needs of children and parents/carers

Hours

- At present, Kidzone runs during term time between 7.45 am until school starts and from the end of school until 6.00 pm.

Admissions, booking procedures and payment of fees

- Registration forms are available from the school office or can be downloaded from our website. These must be completed prior to a child starting at the club and returned to the Kidzone Manager.
- If no place is available, the child will be placed on the waiting list and places will be offered on a first come, first served basis
- Once the admission is secure, the manager or designated member of staff will contact the parent / carer to arrange a date for the child's first session.
- Kidzone is open to all children enrolled from EYFS to Year 6
- Parents are asked to renew places for the next academic year during the Spring Term and these will be confirmed in the Summer Term. If the number of requests for sessions exceeds the number of places available, the following criteria will be used:

1. Families of children with an EHCP
 2. Siblings of pupils attending Kidzone, who have been offered places in FS2 / 1 at the time of request
 3. Families who have utilised Kidzone regularly for over 12 months (more than 1 session a week)
 4. Families who require 3 sessions or more
- Fees are payable 4 weekly. Invoices are sent out with a date for payment. A late payment charge will incur if payment is not received on time. If recurring late payments occur then places will be suspended.
 - If you need to cancel your place 24 hours notice must be given to the manager (phone call or voice message – text messages not accepted) or a cancellation charge of £8.25 per session will be incurred. (For example to cancel an afternoon session, Kidzone should be informed by 3.30pm the previous day).
 - Any parent picking up their children after 6.00pm will be documented – after 3 late arrivals, parents will be charged £8.25 per late arrival – plus a surcharge of £8.25 per 15 minutes after 6pm.
 - No refunds will be given for fees paid in advance.

Payment

Payments may be made [via Parent Pay](#), by childcare vouchers [or Governments Tax Free Childcare Scheme](#)

- Payment of fees should be made monthly on an agreed date.
- If fees are not paid on time, the following process will be followed:
 - a. Parent / carer will be notified via email and a request will be made for fees to be paid at the earliest opportunity and within 3 working days
 - b. A formal letter will be sent notifying the parent / carer of the debt with notification that the child's place will be suspended if no payment is received within 3 working days
 - c. If a debt remains against the account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Headteacher, and subject to availability.
- If a parent is having trouble with the payment of their fees, they should contact the manager or Head Teacher as soon as possible.
- Some concession may be available. Please arrange a meeting if you would like to discuss this.

Commented [AD1]: Are Governors happy with the procedures and timeline suggested?

Charges

Morning Session	Cost per day	Cost per week
7.45 am – 8.45 am	£4.25	£21.25
Kidzone Afternoon Sessions		
From 3.30pm		
Until 4.30pm	£5.75	£28.75
Until 5.00pm	£6.75	£33.75
Until 6.00pm	£8.25	£41.25

Commented [AD2]: Are Governors still happy with these fees?

Register and Collecting

- A register of children who attend Kidzone is taken at the start of each session.
- Parents should drop and collect children from the Kidzone room via the junior gate
- All children will be signed in and out of Kidzone
- If a parent is unable to collect their child as arranged, they must ring school or the Kidzone manager at the earliest opportunity
- If someone else will be collecting your child, Kidzone staff must be informed and a password should be provided
- If a child has not been collected at the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If those contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed
- If a child is picked up late, a charge of £8.25 will be made. This will commence from the third time the child is collected late.

Snacks

A drink and snack will be provided but children may also want to bring a packed tea to be eaten in the late afternoon. Breakfast is available between 7.45 am – 8.20 am at a small charge.

Activities

A variety of activities, focussed & independent are available including: art & craft activities; cooking; modelling; physical activities outside when possible.

Children are given the opportunity to choose and are actively encouraged to be involved in the planning of activities.

Health and Safety

Staff must follow the school's Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children

The procedures to follow in the event of a fire or evacuation are the same as school procedures

All staff must make themselves familiar with the above documents

In the case of an emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

First Aid

There must be a qualified paediatric first aider on site during sessions

All accidents will be recorded using Evolve Accident and the parent / carer will be informed upon collection. In the event of a head injury, parents / carers will be informed immediately.

Parents / carers of any child who becomes unwell during their time at club will be contacted as soon as possible

All staff must be aware of the children who have Individual Health Care Plans and what they contain

Safeguarding

All staff are DBS checked and attend Child Protection Induction and / or training. All staff must be familiar with the Child Protection and Safeguarding Policies and related documents and be clear on how to deal with safeguarding concerns

A DSL will be on site at all times or, in the unlikely event of this not being the case, they will be available via telephone for any safeguarding concerns

Staffing arrangements are considered to meet the needs of children who have special needs.

Staffing

All staff will adhere to the Staff Code of Conduct and all school policies.

The maximum number of children will not exceed the ratios outlined for the children's ages

Our staff/child ratio is 1:8 for children aged 3-7 years; 1:10 for children aged 8 and over.

Please do contact Maria Govier, Kidzone Manager for further details : 07968 507635.