



Out of School Care

Crawford Village
Primary School & Nursery

STAFF *Club Manager* Mrs J Wolfe (After School Club only)
Club Assistant Mrs M Hogarth (After School Club & Breakfast Club)

1. Registration

(a) **Bookings:** Bookings for Out of School Care are made with the school office. All bookings must be made by the Friday of the week before they are required.

(b) **Sessional Hours**

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| Breakfast Club | 8am – 8:50am | £4.00 per session |
| After School Club (1st hour) | 3.30pm – 4.30pm | £5.00 per session |
| After School Club (2 nd hour) | 4.30pm – 5.25pm | £4.00 per session |

(c) **Arrivals:** Breakfast Club – each child is met at the door and welcomed into the setting. A breakfast selection is made available to the children. Please advise the school office of any dietary requirements.

After School Club – All children attending the club will be registered in Class 1 by a member of the club staff before moving into the After School Club setting.

(d) **Departures:** Breakfast Club – Children will be taken to their classes at 8.50 a.m.

After School Club – All children must be collected by a responsible person. Please advise school if someone else will be collecting your child.

2. Fees

(a) **Fees:** Fees cover attendance at booked sessions and breakfast/snacks. Fees will not be refunded or waived for any absence e.g. sickness, family holidays etc. unless 48 hours' notice has been given. The charge will occur under the discretion of the Headteacher.

(b) **Payment of Fees:** Fees should always be paid weekly in advance of your child taking up the session. Sessions booked last minute must be paid for on the day and will incur an additional £1 charge.

Childcare vouchers are accepted as a method of payment at our registered GOV site – please ask the school office for our registration details. Fees can be paid via ParentPay

(c) **Late Collections Fee:** It is important that you collect your child on time. Late collection has implications for ratios and planned staffing. **A penalty charge of £5.00 for every 10 minutes over the allocated session time** will be made for any late collections.

3. Cancellation, Withdrawal and Fees in Lieu

• **Cancellation:** We operate a cancellation policy. It states that cancellations/ changes to sessions must be made by noon (12pm) 24 hours in advance to the school office in writing. Failure to do so will incur payment in full. Please email:

• bursar@uphollandcrawfordvillage.lancs.sch