

Turton & Edgworth



C.E.M.P.S.

Kids Zone Before & After School Club Policy

Compiled by:	Head Teacher
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Presented to Parents/Carers:	July 2022
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Review dates:	June 2025
Amendments:	Update on payment terms

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Turton Edgworth CE/Methodist Primary School

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Always, 'Doing all we can' and celebrating 'Life in all its fullness'.
"You will have life and life in all its fullness" (John 10:10) 'Do all you can' (John Wesley)

Introduction

Our Kids Zone Breakfast and After School Clubs are run by Turton & Edgworth C.E./Methodist School and exist to provide high quality out-of-school childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 07.15am - 08.55am and from 3.15pm - 6.00pm term time. A copy of this policy is available to view on the school website (www.turtonandedgworthprimary.co.uk) and in paper format on request.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy. Whilst attending the club, all school policies will continue to be applied, including the behaviour policy.

Admissions

- Only children attending Turton & Edgworth C.E./Methodist Primary School and Scallywags are eligible to attend.

In the case of over subscription, the following criteria will be applied:

- Looked after children or previously looked after
- Children with sibling(s) already attending Kids Zone
- A waiting list based on first come, first served will be held when both clubs are full.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the club. All parents/carers will be referred to this policy which is available to view on our school website. All club staff are made aware of the details of a new child. Children's attendance is recorded in a register.

Daily Routine

Breakfast Session

- 7.15am - 8.40am parents/carers bring their child/ren to Breakfast Club situated in the school hall
- 7.45am - 8.20am children wishing to have breakfast, wash their hands ready to enjoy a freshly prepared breakfast including cereals, toast or waffles. Breakfast is not served after 8.20am
- 8.35am tidy up time, encouraging children to take responsibility for their club room
- 8.45am children collect their coats and bags and prepare for the start of the school day.

Afternoon Session

- 3.15pm - 3.20pm Children who attend Scallywags Nursery are collected by club staff and escorted into school
- 3.30pm - 3.40pm Key Stage One and Key Stage Two children arrive at club
- 4.00pm children wishing to have food, wash their hands ready to enjoy a freshly prepared dinner. Mondays and Fridays the children have a cold meal with pudding, juice, water or milk, Tuesdays to Thursdays, the children have a hot meal with pudding, juice, water or milk.

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Arrival and Departure

Breakfast Club

Parents/carers are required to bring their child/ren to the main front entrance of school and ring the doorbell. Staff will allow parent and child into the club to enable them to be signed in. Children in Key Stage One will be taken internally to their relevant classrooms at 08.55am by the club staff, children in Key Stage Two will be escorted onto the junior playground to line up at 08.45am.

After School Club

Children in Key Stage One will be collected from the classrooms by club staff and taken internally to club. Children from Key Stage Two will walk internally to After School club.

The club staff will take a register of all the contracted children and will liaise with the school office/class teacher or Kids Zone Manager to determine any reason why a child is not accounted for.

Departure

- Parents/carers must arrive at the main school office and ring the doorbell to gain entry into club
- Named collectors must be 14 years of age or over
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and this is the parent/carer's responsibility to ensure this information is kept up to date.
- When a child is collected at the end of or during a session, the parent/carer or named collector must provide the agreed password. The child/ren must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must inform staff if their child will be absent.

First Aid

- All accidents will be recorded in the Kids Zone accident book, accurately reported to the parent/carer upon collection and signed by a member of the club staff.
- All incidents are dealt with by a qualified first aider
- Parents/carers of any child who becomes unwell during club, will be contacted immediately.

Uncollected Children

If a child has not been collected by 6.00pm, parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the club staff will follow the school's Safeguarding Policy.

Parents/Carers will be charged for late collection of their child(ren):

6:01 - 6:15pm = £5

6:16 - 6:30pm = £10



The school retains the right to charge these additional costs. They will be added onto the child's following month's costs.

In the 'one-off' event that a parent/carer is going to be late for collection due to traffic or the weather, please inform the manager.

Please do make every effort to collect your child on time as persistent lateness will require a face to face review with a member of the school senior leadership team and may result in children being unable to attend in the future.

Booking and Payment of fees

Bookings should be made through our Arbor parents app. Please contact the school office to get this set up.

Payment of fees are to be made via Arbor, BACS transfer and vouchers/tax free childcare, further information can be obtained from the school office. It is a requirement of the club that parents/carers pay their fees promptly. Fees are to be paid in advance and payment is due for all booked sessions, even if your child is unable to attend their booked session. Payment is due within 7 days of the receipt of invoice.

24 hours' notice needs to be given for a cancellation to not be chargeable, any cancellations within 24 hours of the start of a session will be charged.

The parent/carer signing the club registration form is known as the 'contracting parent' and is responsible for the payment of all fees relating to any Kids Zone club.

If a parent/carer is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for a discussion in private. Please also refer to the school's Charging, Remissions and Debt Recovery Policy which can also be found on the school website.

There will be a 10% discount applied for a 3rd child.

There will be a 10% discount applied for a child who attends Scallywags

Kids Zone will accept some childcare vouchers and these will be deducted from your fees. Please contact the school office for more information about which vouchers are accepted. It is the responsibility of the parent/carer to ensure Kids Zone is set up on their voucher providers portal and to ensure that the vouchers are paid to school when fees become due.

In the event of non-payment of fees within 30 days of receipt of invoice, Kids Zone/school reserves the right to refuse entry to a child until fees are paid in full.

