

Blue Coat Federation Afterschool Club and Breakfast Club Home Agreement

Blue Coat Federation is committed to the Blue Coat Plus. This provision continues to be a popular and valuable provision for our community.

Our aims are:

- to provide a high quality of care
- to offer children an exciting range of activities with lots of choice
- to offer a safe place to play
- to offer children and their parents a service that promotes equality, inclusion and values diversity
- to give your children healthy and nutritious food

Breakfast Club

Breakfast Club runs Monday to Friday between 7:45 am and 8:55 am. The cost of each session is £4.50 which has to be paid in advance. Children arrive at the Junior School canteen (access is from Eldon Street via the gully) and handed over to the staff. All children are signed in on the register. The children will be given cereals, yogurt, toast, fruit and fruit juices for breakfast. The children will have a chance to chat to their friends, read, play games and do their homework before going to their classrooms.

Afterschool Club

Afterschool Club runs Monday to Friday. The cost of After School Club is £9 all through

Session 1: End of school to 4:30pm – Cost £4.75

Session 2: 4.30pm to 5.45pm – Cost - £4.50

Payments in advance are required.

At the end of the school day (3:10 pm at the Infant School) all children will make their way from their classrooms and will be escorted to the Junior School hall. Registers will be called and snacks served until activities begin. Children are offered a range of foods including sandwiches, biscuits, squash and a variety of fruit. Please note that we do not serve hot food.

Late collection of children from school

If your child is not collected on time from school and no arrangement has been made with the office, your child may be sent to After School Club (if spaces are available). Any child who is sent to the club without a booking will be charged the cost of the session plus an additional £2 plus, to cover the cost of staffing and escorting the child to the club.

Bookings

Blue Coat Plus sessions must be booked in advance. These can be booked or paid for online by calling the office or Mrs. Rafiq (07528607897). The clubs are extremely popular and are regularly fully booked. If you have not booked in advance, please ring on the day to see if we have available spaces. However, it is not guaranteed that your child will have a place.

Payments to the club must be made in advance unless prior arrangements have been made (childcare vouchers). Please note that sessions cannot be booked if there is a long outstanding balance. A 'top up' payment can be made to clear any outstanding balances before sessions are booked.

Parents responsibilities:

- By joining the club, you agree to collect your child/ren on time. You will need to sign the signing-out book when you collect your child/ren.
- to ensure that we can contact you in case of emergency and inform us of any changes of address, contact numbers, etc.
- to ensure that you must inform us any changes in your child/ren's medical information or allergy changes as soon as possible.

Payments

Payments should be made in advance at the beginning of every week. We encourage parents to pay online gateway via DFE. Alternatively parents can pay by cash/cheque/Childcare vouchers. Receipts will be issued once payment has been received. Please note that Payments cannot be accepted on a Friday due to holding money over the weekend.

Responsibility for payment

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the Breakfast/After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Penalty Charges

Parents are asked to inform the Breakfast/After School Club via the school telephone, if their child/ren is not attending that day's session by 3.00pm.

Parents who are late collecting their child/ren will incur a penalty charge of £1.00 per child for every minute they are late. (ie. If you have two children and you are 5 minutes late, you will incur a late charge of £10) after the official closing time of 5.45pm. Any child/ren left for an extended period could result in Social Services being contacted and/or the police.

Outstanding Balances

Parents will receive an invoice for their payments each fortnight. If payment is still not received or an arrangement with the school has not been made, a further letter will be sent detailing the consequences of non-payment and a final date by which payment must be made.

If payment of the debt is not received and no payment plan is agreed, the school reserves the right to withdraw the Breakfast and Afterschool Club Provision until the debt is recovered. You would be informed immediately by phone and letter at this point.

The school will work closely with parents/carers and staff in working out a form of payment plan to help resolve the situation.

If you have any questions and queries, please speak to Mrs Rafiq (Before and After School Club Manager).