



Carr Lodge Academy Kingfisher Club Charging Policy



Directors	Board of Directors
Responsible Governing Board	Full Governing Body
Responsible Persons	C. Lambert and S. Crampton
Date Approved	March 2021
Date of last review	March 2023
Review Date	March 2024

Version Control

Version	Revision Date	Revised by	Section Revised
V.1	March 2022	S. Crampton C Lambert	
V.2	Nov 2022	S. Crampton C Lambert	Front cover branding update
V.3	Mar 2023	J. Slee- Karim	Added details on administering medicine
V.4	April 2023	J Appleton	Added details for using the email address as a main contact source.

Policy agreed date

Principal Signed-



Chair of Governing Board Signed



Date 21/03/2023

Date of next review March 2024

Carr Lodge Academy provides Breakfast and After School Club care for pupils of the school. The opportunity of on-site wrap around care for children between the ages of 4 and 11 will help to enhance children's wellbeing and achievements whilst promoting secure foundations for future learning and life. The provision of quality childcare will support our parents in returning to work, education and training.

The aim of this policy is to set out what charges will be made to parents who access the activities and services offered within the clubs.

As part of this policy we will aim to ensure

- Our charges are fair and affordable and in line with charges made by other providers
- Our charges will be reviewed annually, and the Governing Body reserves the right to increase these charges as appropriate. Parents/careers will be informed of any increased charges in the term prior to its effective date
- Any increases in charges are implemented in order to sustain the running of the service

Place allocations

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established.

1. Bookings and Payment

Bookings will only be accepted on the completion of a registration form which must be in place before their child/children can attend. A Parentmail booking form will be sent to you to book. All payments must be made at the point of booking the session or paid prior to your child attending the sessions. If a child attends a session with no prior booking being made a charge of £10 will be charged additionally to the usual session charges.

If a parent/career books on a termly basis any changes to bookings will require a written/email request giving at least a half terms notice for changes to be planned and accommodated. Where emergency changes are required, we will endeavor to implement change requests as soon as possible, however this may not always be possible.

All Payments must be paid using our on-line payment system 'Parent Pay' using credit or debit card payment. For any parent/career unable to use the on-line system, please see one of our office staff to discuss alternative payment methods

If your employer subscribes to a childcare voucher scheme these can be accepted as payment for sessions, please speak to one of the Office Staff for more details on how to credit your account with voucher payments. Please note we will be unable to provide any refunds on childcare vouchers. The government tax free childcare payments are also accepted.

2. Fees

All fees must be paid at the point of making the online booking or prior to the sessions attended by the children.

Fees are currently charged as follows: -

Breakfast Club –

First Child £5 per session, Siblings are discounted to £3 per session

Afterschool Club

From end of school day until 16.30pm £5

From end of school day until 17.45pm £9, siblings will be charged at £5 for the full session

Once a booking is made you will still be charged for this place even if your child does not attend. If your child is unable to attend for any reason charges will still apply. The charge relates to the place being held and not the actual attendance.

3. Dropping off and Collection of children

PLEASE NOTE:

If you need to contact Kingfisher Childcare outside the office hours of 8:30am-4:00pm please email: kingfisher@carrlodgeacademy.org

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

Staff will sign children in on the attendance sheet in the Hall entrance, as they are handed over to a member of staff in Kingfisher.

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 always kept in an accessible location on the premises. In addition, regular headcounts are carried out during the session.

Our Breakfast club opens at 07.30am. For safeguarding reasons entry is strictly through the Hall door.

At 08.45am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

For children attending the After-School club or extra-curricular sessions, class teachers will be issued with a copy of the register each afternoon and will be aware of which children are due to attend that evening. Children will proceed to the hall where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

If a child is booked into a Club but does not attend club registration, we will check whether the child was present at school that day. If the whereabouts of the child are 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

Any children attending after school extra-curricular clubs will proceed to the After-School Club once the activity has concluded where they will be registered and await collection by parents/careers.

Parents/careers collecting children should make their way to the hall entrance to collect their child/children. Parents/careers must sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password for authorisation to collect.

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

Children will not be allowed to leave on their own.

Our After-School Provision closes at 5.45pm and there is no facility for an extension of this time. Whilst we understand families can have unforeseen emergencies, every effort must be applied to make contact with Kingfisher club so that staff are aware there may be a delay in collecting a child. If the club is not informed of a late collection a fee of £10 will be charged.

In cases of consistently late collections the fee of £10 will be imposed and a meeting arranged to discuss the reasons and review the suitability of the club in meeting the needs of the parent/career.

Governors reserve the right to withdraw access to the service, any charges will be added to your Parent Pay account

Any queries regarding fees should be directed in the first instance to the Academy Office.

4. Non-Payment of Fees

Parents/Careers must pay in advance of the sessions being taken, Parents/Careers who do not pay for sessions at the time of booking or child attending, the following procedure will be implemented:

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- A reminder of non-payment of fees will be sent out one week after the due date
- A follow up reminder will be sent if payment is not received within 7 days of the 1st reminder
- If payment is not received within 3 weeks of the first reminder a formal letter will be sent to inform you that the fees are overdue and that your child/ren's place in the provision is at risk
- If there is no payment following the issue of the formal letter your child/ren's place will be withdrawn and the Academy will continue processes to collect any unpaid fees.

5. Safeguarding

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

Gates will remain locked during the Club session times and access to the school is through the main entrance only. No unauthorized or unaccompanied adults are permitted in school when these clubs are in session.

In exceptional circumstances when a parent is going to be late to collect their child from school ie after 3.30pm then that child will be placed in afterschool club. The parent must sign their child off the school premises. We reserve the right to impose a charge of £10 for afterschool club for those children continually collected after 3.30pm.

6. Medical Conditions

For any pupils who have been prescribed medication by a GP and require this to be administered whilst attending Kingfisher parents/careers must complete the medical consent form obtained via the School Office. Please refer to the Managing Medicines Policy displayed on the School Website. If this procedure is not followed Kingfisher Staff will not be authorised to administer medicine to pupils.

7. Other Policies

The Breakfast Club and After School Club follow all other Academy and Trust policies.

Safeguarding Policy
First Aid Policy Health
& Safety Policy Fire
Procedure Behavior
Policy
Anti-Bullying Policy
Pupil Mobile Phone Policy
Managing Medicine Policy

For a full list of Academy and Trust Policies, please refer to our Academy Website

8. Withdrawal of the Facility

I understand that I may be asked to withdraw my child from the school if the above conditions and breakfast club rules are not adhered to.

9. Agreement

I have read and understood both the Terms and Conditions in this contract. In accepting the place for my child, I agree to these conditions.

Signed _____

Date _____

(Parent/Career)

Signed _____

Date _____

(Carr Lodge Kingfisher Club Representative)

Name of child/ren _____

