

After School Club (ASC) Fees and Payments for The Grove School

Aim

We aim to ensure that we offer our fun and safe provision to all of our community regardless of their socio-economic background.

Methods

In order to achieve this aim, the After School Club operates the following policy:

- ASC is open for the full 38-week academic year Monday - Thursday each week when children attend school.
Afterschool Club will begin at 3.15pm and we offer **three** pick-up times; 4.15pm, 5.00pm and 5:30pm.
- Pick-up times are set when the session has been paid for. Children can be collected earlier than this time; however, no refund can be given.
- We set our fees according to the communities' demands, taking into account the setting's costs.
- Tax-Free Childcare will also be accepted where appropriate. Please see our FAQ's for how use tax-free childcare. If you wish to use TFC please do not book sessions until funds have been applied to your account on ParentPay as we are unable to refund sessions if you decide at a later date to use TFC for sessions that have already been booked and paid for.
- Pre-booked sessions are contracted on a termly basis to protect the parents' needs as well as the schools.
- After School Club is open to children in Reception up to Year 6. Nursery children may be able to attend if they have an older sibling who is also attending the club. Please note that the school will assess whether a nursery-aged child is ready for and able to cope with the after-school club environment before confirming a place.

Pre-booked sessional costs

- Parents / carers book and pay for sessions in advance, using ParentPay. Parents are requested to make bookings prior to the 8am cut off point the morning of bookings for that day.
- Each pre-booked Afterschool Club session will cost **£12.50 for over 2 hours, £8.50 for over 1 hour or £4.25 for 1 hour or less** of childcare provided.

Ad Hoc Session Payment

- Ad hoc sessions can be booked directly through the school office either by email or by telephone. Please use smorrison@the-grove-primary.devon.sch.uk as the email contact address.

Children collected late from session - costs

Where a child is collected late, after your agreed and booked session ends at 4:15, 5:00 or at 5.30pm, there will be an additional fee payable. This fee is to cover a range of costs which may include staff remaining to care for your child or associated rent and utilities costs. This cost is calculated to be £5.00 per every 10 mins late.

This charge will be requested as a separate payment to pre-booked sessions and must be paid within 7 days of issue to avoid interruption to the service.

Persistent late collections may result in children not being able to attend this setting.

We appreciate that sometimes there are unavoidable delays – in the event of being late please ensure you contact the school to inform Lorna – 07541 623715

Form Completion

- Parents / carers will be asked to complete a registration form and consents when registering their child / children with the setting. Please ensure all medical information and contacts information is kept up-to-date.
- Parents / carers must not knowingly book their child into a session they will not then attend.
- Sessions should be booked each term in advance using the ParentPay online booking system.
- The online booking form will be available to parents at the end of the previous half term.
- This will ensure that appropriate staffing levels can be managed and that Afterschool Club remains financially viable.

Absences and Cancellations

- We cannot refund sessions a child has missed due to illness or holidays. Refunds for other exceptional circumstances may be made at the discretion of the Headteacher.
- When a session is booked, it is held for that child whether or not they then attend.
- Please let us know, with as much notice as reasonably possible, if you wish to cancel any advance bookings. We sometimes hold a waiting list for places at sessions and would like to be able to accommodate as many families as possible.

Thank you for your support of our After School Club provision. It is very popular but please be aware that, whilst unlikely, if sufficient places have not been booked to maintain the financial viability of the provision, we reserve the right to close The Grove Afterschool Club until the beginning of the following term whilst we review its future.

