

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: After School Provision. Where the provision is solely after school care for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.

Coniston Early
Years Centre



High Quality Care for All Children
A Firm Foundation for Education

12.1 After School Club Policy

Policy Statement

Coniston Early Years Centre offers an After School Club for children currently attending Coniston Primary School only as we do not have the facility or capacity to offer this service to children attending other schools in the local area. We retain records of all children in our care (in electronic form) as required by law and for the safe operation of the after-school club. These are retained for a reasonable period after the child has left the setting. We ensure records are accessible to local government officers for audit purposes if necessary.

Procedures

In order for the After School Club to run effectively and safely we must insist that all users of the service abide by the following procedures;

- Ensure you have informed the school which days each week your child will be attending after school club so that the class teacher is aware your child will then be picked up by us.
- If your child is sent home ill from school /not attending school for any reason on a day they are booked into after school club you let us know so that we can remove them from our collection list on the day.
- **Failure to do so will result in a charge of 15 minutes being levied each time this happens and will be payable in line with any other fees incurred that month.**
- Similarly if you have booked your child(ren) in for a session and you arrive at school to collect them you will be required to walk up to pre school before taking your child from us and you will be charged for 15 minutes of care. This is to ensure the safeguarding of all children attending the after school club, as staff need to be fully concentrated on the children in our care and we have allocated the correct number of staff for the number of children we are expecting to collect on any given day.

- In order to ensure we have enough staff on duty to collect the children please book your child in at least one day in advance unless it is an absolute emergency and cannot be avoided.
- When collecting your child please press the buzzer to the left of the door named other hubs (this is especially important as the evenings become darker as staff cannot see who is on the path) please state your name and who you are collecting and a member of staff will then bring your child out to you.
- Please let us know if you will be collecting your child later than originally planned we do understand that sometimes circumstances arise that are out of your control but it helps us to know if you are going to be late collecting.
- There will be no after school club on nights when the school have events such as a disco or similar.
- If you are continually late collecting your child (after our closing time of 6pm) you will be charged a late collection fee of £10 on top of our normal hourly rate.
- If you need to use after school club at very short notice please be aware that a place may not be available booking in advance is always preferable.
- We do understand that an emergency can happen to any of us at any time and we will do our very best to accommodate your request for a place at short notice in such circumstances.
- Please ensure fees are paid on time (a due date is always given on all invoices) persistent failure to pay fees on time will result in your child's place being withdrawn.

The procedure for fees payment is as follows;

- Fees are payable within 14 days of invoice and invoices are issued on or around the first of each month for the previous months fees. (that is one month in arrears)
- We do not charge a sessional fee but instead have an hourly rate as we feel this is simple for parents to understand and enables them to accurately calculate their weekly/monthly childcare costs.
- We only charge parents for the hours their child attends after school club.
- We do not charge parents when their child is absent due to sickness/holidays.

We recognise that there are times when family circumstances can make it difficult for a parent to pay their fees and if fees should remain unpaid at the end of the month the following action will be taken;

- A senior member of staff will speak to the parents to ascertain if there is a problem with payment. This may then result in receipt of payment and the matter will be closed.
- If however no payment is received by the end of the following month a letter/text will be issued with the next bill asking for full payment of outstanding fees or that the parent speak to the Deputy or Manager regarding a payment plan.

- If at the end of the third month payment has still not been received or a signed payment plan has not been put in place and adhered to parents will be informed that their child may no longer attend our after school club and may only resume doing so once the outstanding balance has been completely cleared.

Unpaid Fees after a child has left the setting.

If fees are owed by a parent when their child leaves the After School Club then the following procedures will be applied;

- A letter will be sent to parents requesting full settlement of the outstanding balance within 30 days of the date of the letter, or settlement following an agreed payment plan.
- If payment is not received within this time frame a second letter will be issued requesting payment no later than 14 days from the date of posting.
- If fees still remain unpaid after this period a third and final letter will be issued informing the parents that we will be taking legal action to recover the outstanding fees.

Other Policies relating to children attending After School Club

Whilst this policy relates specifically to Coniston After School Club children who attend the club and their parents/carers are also subject to all of the other policies that are in place for Coniston Early Years Centre and parents should make themselves familiar with all of our policies. All of our policies can be found on our website

www.conistonearlyyearscentre.org.uk or can be provided via email on request.

The staff caring for the After School Club children are employed by Coniston Early Years Centre thus we feel that all policies in place for the pre school also apply to the after school club.

Reviewed by

ManagerSarah Trussell..... Date19.2.26.....

StaffStaff Meeting..... Date24.9.25.....

TrusteesTrustee Meeting..... Date17.11.25...

