45 **BREAKFAST CLUB AND AFTERSCHOOL CLUB POLICY**

Introduction

All of us learn throughout our lives. It starts from the day we are born. It is now recognised that the early years of life are one of the most important for learning. That’s when the foundations are laid, and when we begin moving down the path that will take us through childhood, the teenage years and ultimately into adulthood. No one factor is the key to enhancing children’s development, both academically and socially, but it is the combination of experiences over time that matters:

- A good early years home learning environment.

- A good quality pre-school.

- An effective primary school.

A child who has experienced these experiences is more likely to show improved outcomes compared with children that have had none of these experiences.

At Reepham Pre-school we believe that we can offer good quality pre-school education “enriching little lives through play and positivity”. We “enable outstanding transitions” to effective primary schools in order to continue your child’s learning journey. We are also very proud of our “positive relationships between home and school by valuing individual needs”. We would be delighted to see parents choose Reepham Pre-school for their child’s educational journey from the age of 2 to 4 years.

Aims

* To outline breakfast club and afterschool charges that are clear and transparent for parents/carers.
* To outline procedures for non-collection on time.
* To outline procedures regarding fees and absences/sickness.

Reepham Preschool provides a breakfast club from 8am to 9am Monday to Friday during term-time.

A choice of cereal, cereal bar or fruit bar will be given to children, along with milk or water to drink. The last breakfast will be served at 8.45am; any child arriving after this time cannot be guaranteed a breakfast.

The charge for each breakfast club session is £3.50 per child.

Reepham Preschool provides an after-school club from 3pm to 3.30pm Monday to Friday during term-time.

Children will be offered a biscuit and drink of either milk, water or squash.

The charge for each after-school club session is £3 per child.

A fee of £10 will apply in the event of the late collection of a child. This will be charged if a child is not collected by 3.40pm and an additional £10 will be charged for every subsequent 10 minutes the child is late being collected. This charge applies to all children, whether paying for the session or using funded hours.

If late collection frequently occurs then the Pre-school Manager has the authority to withdraw the after school provision for the individual child.

Enquiries regarding breakfast club and/or after-school club should be made to the preschool manager or emailed to reephampreschool@hotmail.co.uk

Bookings for breakfast club and/or after-school club must be made, and paid for in full, in advance for the following month. The deadline is the last Friday of the month. Funded hours can be used in lieu of payment for breakfast and/or after-school club if a child is not already using their full entitlement.

All payments are non-refundable in the event of a child not attending a booked session. If using funded hours, the hours will not be transferred. Staffing is organised in advance based on the expected number of children.

Charges are subject to review and may be adjusted from time to time to reflect costs. Half a term’s notice will be given by the preschool to parents/carers when there is to be an increase in cost for breakfast club and/or after-school club.

 **Bank: Santander**

 **Account Name: Reepham Pre School**

 **Sort Code: 09-01-54**

 **Account Number 95643483**

Unpaid Invoices

Where fees have not been paid by the due date the parent/carer will receive a verbal or written reminder from a member of the Pre-School staff or Management Committee. If non payment continues then the parent/carer will be contacted again to establish if there is a reason as to why the bill has not been paid. This may take the form of verbal contact, a handwritten letter or the standard non payment of fees letter.

It is recognized that some parents/carers may, at times, experience some form of financial difficulty and it is not the intention of the Pre-School to penalise the children of such parents/carers. It is the responsibility of the parent/carer to make the Pre-School aware of any financial difficulty in paying their fees. The Management will endeavour to arrange a payment plan, acceptable to both parties, which will enable the child to continue to attend the Pre-School. All financial matters will be handled with the utmost consideration and in total confidence.

If fees are not paid for more than 3 weeks past the due date and no contact is made by the parent/carer to enable a payment plan to be devised, the child may lose the place at Reepham Pre-School. This is outlined at the Parent/Carer introduction.

Setting Closure

We are closed on bank holidays. Funding is not claimed on bank holidays and additional fees will not be charged on these days. Other reasons for temporary closure may include extreme weather, issues with our premises, polling days, pandemic and occasionally staff sickness.

This policy has been adopted by Reepham Pre-School.

Signed on behalf of the setting:

......................................................... Committee

......................................................... Manager

Date……………………………………………..

Review ………………………………………….