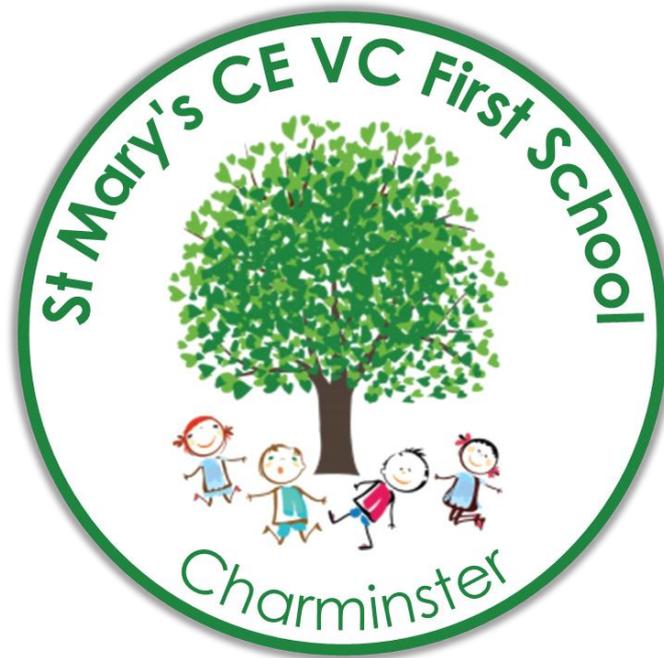


# St Mary's CE VC First School



## Extended Schools Stay and Play Club Charging / Debt Policy

|                  |                              |
|------------------|------------------------------|
| Adopted date:    | 2 <sup>nd</sup> January 2024 |
| Next review date | April 2025                   |

This policy forms part of the contract with the parents/carers and St Mary's First School Stay and Play Club.

The Stay and Play Club operates a club for the parents / carers and children of St Mary's First School. We aim to provide affordable after school childcare with a snack and calm play opportunities in a safe, supervised environment for pupils at the end of the school day.

## **1 Opening Times**

*The opening times with effect from 2<sup>nd</sup> January 2024 will be as follows:*

Monday to Friday 3:00pm – 5:15pm

These hours are term time only and exclude INSET days, Bank Holidays and the last day of each full term (15/12/23, 28/03/2024 & 19/07/2024) when there will be no Stay and Play Club.

## **2 Bookings and Payment**

All bookings **must** be made in advance via The School Gateway to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. Emergency sessions may be requested on the day and allocated if there are sufficient spaces, but cannot be guaranteed. If children are not collected from school on time they will be looked after in the Stay and Play Club until collected and parents/ carers will be charged for the time they are in the club.

### **2.1 Fees**

*The cost of the Stay and Play Club with effect from 2<sup>nd</sup> January 2024 will be as follows:*

3:00pm to 4:00pm = £4.00

4:00pm to 5:15pm = £5.00

3:00pm to 5:15pm = £9.00

If your child stays past 4pm, they will be provided with a drink and snack (water is available to all children, in any session, at all times).

If your child is attending an afterschool, onsite activity, then the 4:00pm to 5:15pm slot can be booked so that your child can attend Stay and Play Club following their activity.

Payment of fees is required to be made via the School Gateway online payment system or by the use of childcare vouchers. All places must be booked and paid for in advance; failure to do so will result in your child losing their place. Emergency sessions must be paid for on the same day.

The Stay and Play Club closes at 5:15pm. There is no facility for an extension to this time. If a parent/carer is late to collect their child(ren) after this time, a charge of £5.00 per child will be imposed. This will be added to the charges due for each late collection and is to discourage people from arriving after 5:15pm. It should not be seen as a charge permitting late collection. When collection after 5:15pm occurs regularly we reserve the right to withdraw access to the Stay and Play Club.

## **2.2 Cancellation**

Cancellations can be made the same day by notifying the school office. A refund will be generated, only if a cancellation notice is received prior to the end of the school day.

## **3 Payment**

Places should be booked and paid for in advance in order that staffing levels can be organised and food purchased. In the unlikely event that the school has to cancel the club, a full refund will be given. Possible causes for cancellation include school closure due to adverse weather conditions, problems with the building i.e. no heating or water supplies or unforeseen circumstance. In the event of closure, the school website will be updated to inform all parents/carers. In addition the school will contact parents / carers via text message.

The Stay and Play Club reserves the right to refuse to allow your child to attend any sessions and take action as is deemed appropriate while any of the fees remain unpaid.

The payment terms and conditions are intended to safeguard The Stay and Play Club against the consequences of the default of others. As such, and without prejudice to the club's legal rights:

If fees are unpaid the 'Bad Debt Policy' of the school will be followed. A copy of this is available from the school office and on the school website.

## **4 Childcare Vouchers**

This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. Parents / carers should notify the school office should they wish to pay this way and obtain details of the childcare account allocated number.

Parents/carers are required to correctly complete the appropriate voucher scheme documentation in respect of their child and to provide the appropriate authorisation to the relevant body which ensures payment of monies due to the Stay and Play Club.

Childcare Vouchers must be purchased in advance and the school office notified. On notification, the child(ren)'s School Gateway Stay and Play club account will be credited which will enable sessions to be booked as required. It is the responsibility of parents / carers to ensure that they have sufficient funds in their School Gateway account to pay for the sessions required in advance.

Bookings for the Stay and Play Club can be made or amended on The School Gateway online up to the day before. Cancellations can only be made by school office staff.

## **5 Arrival and Departure**

Class teachers will be made aware of which children are due to attend each evening.

Children will meet at the library 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 the Stay and Play Club by a member of staff as necessary.

Any children attending after school extra-curricular clubs will be collected accordingly by Stay and Play Club staff once their extra-curricular club activity has concluded. On their return to Stay and Play Club they will be registered.

If a child is booked into the Stay and Play Club but does not attend registration, staff will check whether the child was present at school during the day. If the whereabouts of the child is 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

Staff will ensure that parents/carers sign children out before they leave, including the time of collection. Children can only be collected by an adult who has been authorised to collect them on their registration form or by prior notification from an adult with parental responsibility. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Stay and Play Club if they will be late collecting their child. If the Club is not informed, a fee will be charged for a late collection. Children **will not** be allowed to leave on their own.

## **6 Safeguarding**

The Stay and Play Club follows the school's Child Protection policy, a copy of which is on the website. Parents/carers must collect their child from Stay and Play Club using by ringing the designated doorbell at the school's main entrance. A member of the Stay and Play Club's team will then bring your child/ren to the main entrance.

## **7 Termination of the contract**

The Stay and Play Club reserves the right to terminate this contract immediately in the event of unsuitable behaviour or non-payment of fees following the 'Bad Debt Policy'.

## **8 Amendments**

Half a term's notice will be given to any changes made to this policy.

## **9 Bad Debt Policy**

St Mary's CE VC First school has adopted a strict NO DEBT policy relating to extended school facilities (Breakfast Club / Stay and Play Club).

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every

parent will agree that this is unacceptable and we request that all parents give this policy their full support.

All sessions for extended school sessions are required to be booked and paid for in advance via the School Gateway. However, in the event of a payment failing, the debt policy procedures will apply, meaning that for future sessions, children will not be allowed to attend either Breakfast Club or Stay and Play until the debt is cleared. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 attendance at our extended school facility. However, this debt must be paid the next day and future attendance must be paid in advanced before they are used again.

The school reserves the right to begin legal proceedings against parents to recover any debt. If you have any concerns regarding payments or debt, please contact the school office in the first instance.