



# Bright Sparks After School Care Policy

**Date ratified**

29/06/2021

**Next review**

June 2024

**Signed by Chair of Governors**

*KE Maynard*

## **Policies and Procedures**

Bright Sparks After School Care Club adheres to the policies and procedures of Sutton Park Primary School. Copies are available on the school website or on request.

### **Session times**

Sessions will start from 3.05pm for children in Early Years and Key Stage 1, and 3.15pm for children Key Stage 2. Children will be collected from their classroom and taken to the club.

Bright Sparks After School Club will operate until 5.30pm each day, Monday to Friday. Children can be booked in until either 4.15pm or 5.30pm.

If your child is doing an alternative after school club they can be booked in between 4.15pm and 5.30pm. They will be collected from the after school club by the Bright Sparks After School Care Manager or Playleader.

A snack will be provided between for all children booked in until 4.15pm and a light tea will also be included for the children booked in until 5.30pm.

### **Booking**

Children should ideally be booked into Bright Sparks After School Club at least 24 hours in advance by phoning the school office. There is some flexibility but as places are allocated on a first come, first served basis parents are advised to book in advance.

Some spaces may be available at short notice. Please contact the School Office to check availability.

### **Payment**

The cost of Bright Sparks After School Club is £4.50 for 3.05pm – 4.15pm and £7.50 for 3.05pm – 5.30pm. Payment is due on a weekly basis, paid in arrears. Invoices will be sent out via ParentMail on a Monday for the previous weeks' attendance. All invoices should be paid by the Friday of the week in which the invoices are sent.

### **Late fee**

A late fee of £10.00 for every 15 minutes after 5.30pm will be charged.

## **Cancellations**

Currently there will be no charge for cancellations, however this will be reviewed termly.

## **Behaviour**

Bright Sparks After School Club is operated under the same ethos at Sutton Park Primary School and children attending are expected to reflect this standard of behaviour.

Children unable to adhere to this high standard of behaviour can be refused a place at Bright Sparks.

## **Non-collection**

In cases of extreme lateness (after 30 minutes) if your child has not been collected and we cannot contact you we reserve the right to inform Social Services.

## **Telephone number**

Bright Sparks can be contacted on 07526 487114. This number is available between 3.05pm - 5.30pm Monday to Friday.

Calls relating to bookings still need to be made via the School Office between 8.15am and 3.30pm Monday to Friday.

## **Review**

This policy is subject to review as per the school's policy schedule.