



St Paschal Baylon  
Catholic Primary School



Following In The Footsteps Of Christ

**Afterschool and Breakfast Policy**

**St Paschal Baylon Catholic Primary School**

**Afterschool Club and Breakfast Club Home Agreement**

St Paschal Baylon Catholic Primary School Afterschool and Breakfast Club are friendly, safe and fun experiences.

Our aims are:

- To provide a high quality of care from highly qualified staff members
- To offer children an exciting range of activities with lots of choice
- To offer a safe place to play and learn
- To offer children and their parents a service that promotes equality, inclusion and values diversity
- To give children healthy and nutritious food options
- To provide a homework club

### **Breakfast Club**

You may bring your child to Breakfast Club when it suits your needs.

Breakfast Club runs Monday to Friday between 7.45am-8.45am. Children can be brought to the school dining hall from 7.45am and handed over to staff. All children are signed in on the register. The children will be given cereals, yogurt, toast, fruit and fruit juices/ water/ milk for breakfast. Breakfast will only be served until 8.30am. The children will have a chance to chat to their friends, read, play games both indoors and outside. Payments are due on the day or in advance. Fees are as follows:

£4 7.45am – 8.45am includes breakfast

£3 8.15am – 8.45am breakfast **not** included

Please note the late payment policy will be implemented immediately for any non-payments.

### **Afterschool Club**

Afterschool Club runs Monday, Tuesday, Wednesday, Thursday and Friday from 3pm – 5.45pm.

To book a place in Afterschool Club parents must phone or call in to see the school admin team between 8.30am-1.30pm Mon-Fri 0151 722 0464 (lead person for Afterschool Club bookings is Mrs Lambert)

At the end of the school day all children will be escorted from their classrooms to the dining hall. Registers will be called and snacks served until activities begin. Children are offered a range of foods including sandwiches, biscuits, squash and a variety of fruit. Please note that we do not serve food that contains nuts and we try to avoid any artificial colouring and flavourings.

### **Parent Responsibilities:**

- By joining St Paschal Baylon Clubs, you agree to collect your child/ren on time. You will need to sign the signing-out book when you collect your child/ren.
- You will pay on the day or in advance.
- To ensure that we can contact you in case of emergency please inform us of any changes of address, contact numbers, etc.
- To ensure that you inform us of any changes in your child/ren's medical information or allergies as soon as possible.
- If you are going to be late or you have a concern you must notify the school office 0151 722 0464 or the Afterschool club mobile 07904 863149.
- You agree to all policies which are in line with school procedures.

### **Collection Procedure – Afterschool Club**

Registers are taken at the beginning of each session. When collecting your child, proceed to the dining hall (through the Afterschool Club door). You will need to pay for the session and sign for your child next to their full name, date, time and the name of the member of staff who is the manager.

## Charging Policy

This policy outlines the school's policy on charging parents:

- Parents are asked to inform the Breakfast /Afterschool Club via the school telephone, if their child/ren will not be attending a previously booked session. This must be done **at least the day before** the booked session so that the session can be offered to other families who need it.
- Parents who consistently book a place for their child in After School Club and do not use the place or cancel it in advance, will incur a £4 charge for the booked session.
- If you do not pay in advance for After School Club or on the evening of collection the late payment policy will be implemented.

## Charges

The cost is £6 per child per session at Afterschool Club. Where there are three siblings, the third is charged at £3 per session.

A session rate has been introduced from 3pm – 4pm at £4 per session. If you arrive after 4pm you will automatically pay the full rate of £6.

If you are consistently late picking up your child from school at 3pm or the waiting time is becoming inappropriate, your child will be sent into Afterschool Club and you will be charged a session rate of £4.

## Payments

Payments should be paid in advance at the beginning of the week. Alternatively payment can be paid at the end of each session when collecting your child/ren.

## Responsibility for payment

The responsibility for payment of fees, charges and penalties lies at all times with the parents or guardians of the child/ren. Failure by the Breakfast/Afterschool Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

## Payment Policy

Parents must pay fees in advance or at the beginning or end of a session. Failure to do so will automatically trigger the Late Payment Policy.

1. After 7 days you will be verbally asked for payment
2. After 14 days a second request for payment in writing will then be made
3. Non-payment of fees after 21 days will result in your child/children's place being suspended until payment is received in full
4. If your payment has still not been received after 21 days, we would then forward your debt to our legal department.

**If you need to discuss any financial arrangements please make an appointment to see Breakfast Club/After School Club Manager.**

#### **Penalty Charges - Afterschool Club**

The timing of the Afterschool Club is 3.00pm – 5.45pm. All parents and children should have left the school premises by 5.45pm as this is the time staff shifts end and the school is locked. Parents who are late collecting their child/ren will incur a penalty charge of £1 per child for every minute the person who is collecting is late i.e. if you have two children and are 5 minutes late, you will incur a late charge of £10.

This penalty charge must be paid immediately or within 5 working days. If a child is left for more than 45 minutes, this may result in Social Services being contacted.

Failure to pay the fine will result in a child's suspension from the Breakfast and Afterschool Clubs and the account will be forwarded to the school's legal department, an agency that recovers debt.

**Please sign to agree to all of the above**

***I/we agree to the terms and conditions stated in this agreement.***

*Name of  
child:* \_\_\_\_\_

*Name of  
parent/guardian:* \_\_\_\_\_

*Date:* \_\_\_\_\_  
\_\_\_\_\_

*Please keep a copy of this document for your reference.*