Around The Clock Club

Admissions/Fees and Payment Policy and Procedure – Terms and Conditions 2026-27

Admissions

The Breakfast Club runs from 7.30am until the start of the school day. The After School Club runs from the end of the school day until 6.00pm. The clubs are available to all children from Reception to Year 6.

Parent/carer(s) can book sessions by completing the Google booking forms. Bookings are accepted on a first-come-first-served basis. Payment is required at point of confirmation and is made via ParentPay. We do not accept cash or cheques. If you wish to use childcare vouchers, please let the office know at the point of booking.

When a place is paid for and secured, the parent/carer(s) agrees to the behaviour protocol, the level of fees and terms and conditions. It is the responsibility of the parent/carer(s) to ensure that the clubs are kept informed of up-to-date contact details at all times.

Behaviour Protocol

The Club recognises the importance of effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the club, the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with Roselands Behaviour and Relationships Policy, which can be found on the school website.

In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.

Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

Statement of intent

We aim to ensure that we offer our services to all sections of our community regardless of their socio- economic background. A proportion of childcare costs can be claimed back as part of a family's working tax credit. Childcare vouchers will also be accepted, where appropriate. The charges have been calculated to be non-profit making.

Methods

In order to achieve this aim, the Clubs operate the following policy:

- We plan to open our doors for the full 38-week academic year for five sessions per week for both the Breakfast and After School Clubs.
- Our Breakfast Club will begin at 7.30am and end at the start of the school day.
- Our After School Club will begin at the end of the school day and end at 6.00pm.

- Children can be picked up earlier than these end times, however no refund can be given.
- We set our fees according to the community's demands, taking into account the setting's costs.
- We offer information on help with childcare costs and the completion of childcare funding applications.
- Pre-booked sessions are contracted for the appropriate academic term to protect parents' needs as well as the school's. However, if sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Roselands Primary School Breakfast and After School Club until the beginning of the following term.

Booked sessional costs

- Each booked Breakfast Club session will cost **£4.55**.
- Each booked After School Club session will cost **£9.05**.
- Sessions will be charged at the point of booking. Please make payment using ParentPay login.
- Ad hoc sessions may be accepted but must be requested at the school office.

Payment is required in advance to secure the place at the Breakfast or After School Club. If a child attends the Club without appropriate payment being made, we will record this as a debt and follow our debt procedures to collect payment. We reserve the right to and will refuse future bookings of either club if there is an outstanding debt.

Children collected late from After School Club session - costs

Where a child is collected late, after the agreed session ends, there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child, along with associated rent and utilities costs. This cost is calculated to be £20.00 per 15 minutes late or part thereof. School will follow its safeguarding policy if concerns about late collection persist.

Absences/Cancellation/Changes

- The Trust will not charge for a session where there has been advance notification that the booking has been cancelled.
- To cancel a booking, please call the office on 01803 525375. Cancellation must be made via the office prior to the start of the session.
- If a booked session is not attended and the correct method of cancellation has not been followed, a charge will still be raised and this will not be refundable**.**
- Continued cancellations at short notice may result in the school withdrawing the service.
- The Trust reserves the right to amend its absence and cancellation policy.

By booking Breakfast and/or After School Club sessions you confirm that you have read and agree to the above Policy and Procedure Terms and Conditions.