



Breakfast & After School Club (BASC) Fees and Payments for Summer Term 2022

Aim

We aim to ensure that we offer our fun and safe provision to all of our community regardless of their socio-economic background.

Methods

In order to achieve this aim, the After School Club operates the following policy:

- BASC is open for the full 38-week academic year Monday - Friday each week when children attend school, for both the Breakfast and Afterschool Clubs. Our Breakfast Club will begin at 7.55am and end at 8.55am. Our Afterschool Club will begin at 3.30pm and we offer **two** pick-up times; 5.00pm or 6.00pm.
- Pick-up times are set when the session has been paid for. Children can be collected earlier than this time; however, no refund can be given.
- **NB: Please note that on the last day of every half term, ASC closes at 5pm – there is only one pick-up time.**
- We set our fees according to the communities' demands, taking into account the setting's costs.
- We offer information on help with childcare costs and the completion of childcare funding applications. A proportion of childcare costs can be claimed back by families who are entitled to certain benefits such as Universal Credit.
- Childcare vouchers will also be accepted where appropriate.
- Pre-booked sessions are contracted on a termly basis to protect the parents' needs as well as the schools.

Pre-booked sessional costs

- Parents / carers book and pay for sessions in advance, using ParentMail.
- Where parents need support to pay fees they are encouraged to contact the school at the earliest opportunity.
- Each pre-booked Breakfast Club session will cost **£4.00 for the 1 hour** of childcare provided. **Please note this increase of 50p compared to the current charge originally set in September 2014.**



- Each pre-booked Afterschool Club session will cost **£8.00 for the full 2 ½ hours**, or **£6.00 for the 1 ½ hours** of childcare provided, whether or not the whole session is attended. **Please note this increase of 50p compared to the current charge originally set in September 2014.**

Ad Hoc Session Payment

- Ad hoc sessions can be booked directly through the school office either by email or by telephone. Please use basc@decoyschool.co.uk as the email contact address. These sessions will be charged at £4.50 (breakfast) and £6.50 or £8.50 (afterschool club) to cover additional administration.

Children collected late from session - costs

Where a child is collected late, after the agreed session ends, whether that is at 5.00pm or 6.00pm, there will be an additional fee payable. This fee is to cover a range of costs which may include, two staff remaining to care for your child or associated rent and utilities costs. This cost is calculated (as at Summer 2022) to be £5.00 per 15mins late or part of. **Please note this increase of 50p compared to the current charge originally set in September 2014.**

This charge will be requested as a separate payment to pre-booked sessions and must be paid within 7 days of issue to avoid interruption to the service.

We appreciate that sometimes there are unavoidable delays – in the event of being late please ensure you contact the team on the work mobile - 07767299697

Form Completion

- Parents / carers will be asked to complete a registration form and consents when registering their child / children with the setting. Please ensure all medical information and contacts information is kept up-to-date.
- Parents / carers must not knowingly book their child into a session they will not then attend.
- Sessions should be booked each term in advance using the ParentMail online booking system.
- The online booking form will be available to parents at the end of the previous half term.
- This will ensure that appropriate staffing levels can be managed and that the Breakfast Club and the Afterschool Club remains financially viable.



Absences and Cancellations

- We cannot refund sessions a child has missed due to illness or holidays. However, whilst the current government guidance (March 2022) is clear that children with symptoms of COVID19, or a test confirmation of COVID19, should continue to self-isolate, a refund will be given for missed sessions under these circumstances. Refunds for other exceptional circumstances may be made at the discretion of the Headteacher.
- When a session is booked, it is held for that child whether or not they then attend.
- Please let us know, with as much notice as reasonably possible, if you wish to cancel any advance bookings. We sometimes hold a waiting list for places at sessions and would like to be able to accommodate as many families as possible.
- Notice of one week is required to cancel the following half-term's bookings. Notice of less than one week may result in charges being incurred.

Thank you for your support of our Breakfast and After School Club provision. It is very popular but please be aware that, whilst unlikely, if sufficient places have not been booked to maintain the financial viability of the provision, we reserve the right to close Decoy Community Primary School Breakfast & Afterschool Club until the beginning of the following term whilst we review its future.