**New Park Primary Academy Before and After School Club**

We would like to welcome you to New Park Primary Academy Before and After School Club. We value your comments and suggestions so if you would like to speak to us, please contact the School Office on 01423 503011.

**Eligibility**

Children from Reception to Year 6 who attend New Park Primary Academy are eligible to attend the provision. We are unable to accommodate children from nursery due to the different staff ratio required for this age.

**Activities**

We provide a wide range of activities and resources to meet the needs and interests of the children. Physical activity is a very important part of all sessions. We play outside in all weathers so it is really important that the children bring suitable clothing.

**Registration**

To enable you to use the club you will need to read and complete a Registration Form, Booking Form and our Terms and Conditions which can be found at the back of this pack. These forms need signing in several places so please read and complete them carefully. They are vital to the health, safety and welfare of your child whilst they are in our care so please remember to let the School Office know if any details change in the future.

**Bookings, Fees and Cancellations**

Bookings are made and paid for on the ParentPay website/app. Payment is made upon booking by card payment or by credit added to your account by using tax-free childcare. Cancellations are made in the same way as a booking and any payment shall be refunded.

Breakfast club can be booked/cancelled up to 1 day in advance and After school club can be booked/cancelled up until 1pm same day.

To make a short notice booking you must contact the School Office, however, we cannot guarantee there will be a space available.

Please notify the office if your child rides the school bus and you have made a same day booking/cancellation.

 **Absences**

If your child is going to be absent from the club please remember to cancel them on ParentPay so that you are not charged. If it is last minute, please let the school office know as soon as possible so we do not waste time looking for them. We are unable to refund any cancelled places once the session has taken place.

**Food**

A healthy breakfast is offered during the morning session consisting of juice, cereals/milk, toast and fruit. During after school club, a light meal of sandwiches, wraps, bagels etc. is offered, as well as fruit, biscuits, and juice. Drinking water is always available. Please ensure you have indicated on the Registration Form if your children have any allergies, dietary needs or religious requirements.

**Collecting from the Club**

**We will only allow your child to be collected by people you have authorised.** To confirm who is authorised you must complete the section on your Registration Form which tells us who will usually be doing this. You also need to provide us with a password that can be used if someone different needs to collect your child. All children must be collected by someone over the age of 16 years old. If a member of staff has any doubt regarding the person collecting your child, we will contact the main parent/carer for further confirmation.

**Late Pick Up**

If you pick your child up after 5.30pm, you will be charged £5 per child per 15 minutes (or part of). If we are unable to speak to you or any of your emergency contacts, we have a duty to inform the duty social worker or the police and ask for advice.

**Illness and Medicine**

If your child is unwell please do not send them to before or after school club. If your child is taken ill at the club we will contact you to request that they are collected.

**Behaviour Management**

We follow the same behaviour management systems that are used in school. Children are warned about their behaviour and given the opportunity to make better choices. If they refuse to do this they will be given a time out and sit out of activities for 10 minutes.

Attendance at Before and After School Club is not an automatic right. Children who are repeatedly poorly behaved or behave in a manner which is aggressive or violent will have their place withdrawn.