



St. Anne's C.E. (VC) Primary School

"Making Learning a Life Long Friend"

ST. ANNE'S KIDS' CLUB

ADMISSIONS POLICY

St. Anne's Kids' Club is non-denominational and multi-cultural and therefore welcomes families from all backgrounds.

Every opportunity will be given for all children of school age up to the age of 11 to be able to use the Club. Priority will be given to the children who attend St. Anne's C. E. (V.C.) Primary School.

HOURS:-

- 7.30 a.m. to 9.00 a.m. and 3.35 p.m. to 6.00 p.m. during Term Time

REGISTRATION

Registration Forms to be completed when your child/ren first starts St. Anne's Kids' Club, booking the times that your child/ren will be attending the Club. All Term Time bookings are chargeable every week.

Please note, for insurance and safeguarding purposes, we must know by the Friday of the previous week what days your child/ren is/are attending Kids' Club the following week.

Registration Forms also include all contact persons (in case of emergency), medical conditions and special instructions relating to your child/ren.

PARENTS MUST GIVE 24 HOURS NOTICE IF THEY WISH TO CANCEL A BOOKED SESSION OR PAY IN FULL

REGISTRATION FEE

Initial Registration will be £5 for the first child and £2 for each addition child that attends the Club.

COLLECTION OF CHILDREN

There will be a book for signing when you collect your child/ren. If someone else is going to collect your child/ren other than the parents, the Group Leader must be informed. The Club closes at 6.00 p.m. Therefore, there will be a penalty for collecting your child/ren late in view of the fact that late collection involves extra time for the Group Leader and Staff.

- Collection between 6.00 p.m. - 6.10 p.m. £10 per child
- Collection between 6.10 p.m. - 6.20 p.m. £20 per child
- Collection between 6.20 p.m. - 6.30 p.m. £30 per child

Regular late collection after 6.00 p.m. without plausible reason would possibly incur the family being referred to Staffordshire Safeguarding Board or the Police. We could also stop the children from attending Kids' Club.

Late collection during Kids Club hours (e.g. booked in until 4.30 p.m. but not actually collect until 4.45 p.m.) would mean that any charge would fall into the next band of the usual Kids Club pricing. Again, this would be at the discretion of myself (headteacher) and / or the Kids Club Manager.

We understand that modern life from time to time does mean unfortunate things happen, which is whilst all decisions are at discretion, but **regular** late collection after 6pm is not acceptable.



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