

## Policies and Procedures: After School Clubs.

The clubs that children can attend after school are often very educational and encourage children to explore a variety of extracurricular activities. Therefore where possible we will try and cater to your child's needs by arranging collection outside of the normal school run time.

Before you tell school, the club, or your child that they can attend a club, please check with me that we are able to provide staff at that time for the extra collection.

### AFTER SCHOOL CLUBS – AT SCHOOL

It is your responsibility to ensure that the school are aware it will be EllyTotts collecting. It is also your responsibility to make me aware of any changes to the club running times.

### AFTER SCHOOL CLUBS – NOT AT SCHOOL

If your child attends a club that is not linked with the school we will try to accommodate this.

If they need to be driven to this club, it will be charged at 45p per mile both ways.

If your child needs transporting to/from a club, you will be charged for childcare until the member of staff transporting your child is back at the Barn.

If we agree to take your child to the club regularly, there may be unforeseen circumstances which make this no longer possible at short notice – ie road closures, staff illness.

It is your duty as a parents to ensure the club has all the correct information regarding your child and that the session is suitable. If I feel the club is not a safe environment for your child, I will not let them attend and will discuss this with you.

### ALL AFTER SCHOOL CLUBS

If your child does attend an afterschool club then come back to the barn, they will still be charged from 3.30 pick up and the retainer as usual.

If your child comes to us before and after a club, they will be charged the usual hourly rate throughout the club. Exceptions to this, either a waiver or a retainer charged instead, may be made under certain circumstances.

If your child attends a club, it is your responsibility to notify me of what time they will need collecting. If the club is for any reason cancelled, it is again your responsibility to inform me of this change.

If your child is deemed old enough by both EllyTotts and the parent/carer, we may allow your child to walk to and from clubs independently to ensure they can still access these opportunities. This will be in a written agreement.

First written on: 1<sup>st</sup> October 2014 Last updated on: 28<sup>th</sup> September 2018 Signed:

To be read in conjunction with the following policies: Independent Arrival.

Date Reviewed	Signed	Date Reviewed	Signed
			C

EMV10tts