



SUNNYSIDE PRIMARY ACADEMY

Wrap Around Care

Breakfast and After School Club

March 2024



Wrap Around Care - Breakfast and After School Club Policy

Sunnyside Academy - Before and After School Care

We operate Before and After School term-time care for Sunnyside children. This provision is based in **The Studio (The Pit Stop)** in the main school building. From 4.45 pm, After School Club activities are based in the school hall.

Members of academy staff will supervise the children during each session. Staff are trained in first aid, food hygiene and safeguarding children. During the sessions they facilitate adult led and child-led activities. Children receive either breakfast (mornings) or a snack (afternoons) during their sessions.

Session Times

(Term-time only. Please note that the before and after school care will be closed on INSET days, during the school holidays and in the event of emergency school closures or staff shortages.)

Fees

- Breakfast Club: £3.50
- After School Club: £7.00 until 5.00pm and £9.00 until 5.30pm.
- All bookings and payments must be made, via Parent Pay, a week in advance to secure your child's place.
- Cancelled bookings will still be charged since staffing will have been planned and food purchased.
- Late collection will be charged at £5 per fifteen minutes.
- A week's written notice is required to permanently cancel a place.

Fees will be subject to review. The outcome of the next review will come into effect from 1st September 2024. Notice of six weeks will be given before any increase in fees.



SUNNYSIDE PRIMARY ACADEMY

Breakfast Club: 8.00-8.45. (24 places available.)

- Children will be expected to arrive between 8.00 and 8.15.
- At 8.45 children will be escorted to their classrooms by a member of staff from the Breakfast Club.

After School Club: 3.30-5.30. (16 places available.)

- Children will be collected from their classrooms at 3.30pm by a member of staff from the After School Club.
- Children attending a school-based activity will be escorted to the After School Club once the activity is finished. The usual After School Club charge will be made.
- From 4.45pm, the After School Club will continue its activities in the main school hall.
- When collecting children, please telephone the After School Club phone to let them know you have arrived.
- Repeated lateness will result in a child's place being withdrawn.

Policies

Before and After School care will follow Sunnyside Primary Academy and/or Greenwood Trust policies and procedures.

Withdrawal of a Place

The academy reserves its right to withdraw a place at its Before and After School care for

- Breaches of the Behaviour Policy. Depending on the severity, this may be immediate.
- Repeated late collections.
- Non-payment of fees.

Registration and Payment

We operate a first come first served basis. If there is a greater demand for places than those available, a waiting list will be operated. We prioritise places as follows:

1. Children needing full-time places.
2. Children who already attend the club and require permanent extra sessions.
3. Siblings of children who already attend the club.
4. Children requiring part-time permanent sessions.
5. Children requiring irregular sessions.

To enquire about availability, please complete the online booking enquiry form that is sent out every Friday. You will be informed if a place is available. Booking and payment will then be available on ParentPay. You will also be required to complete a 'paper' registration form, these can be found on our website.

Paper registers will be maintained for all sessions. These will be collected and returned to the main school. Paper copies of the registration document will be accessible at each session.

Parents/carers must ensure that they update the academy with any changes to:

- Emergency contact details.
- Child's medical conditions, including any allergies.
- The names of those with permission to collect.



SUNNYSIDE PRIMARY ACADEMY

Registering for a place constitutes agreement with the terms and conditions of this policy.

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