

This policy was reviewed & adopted at a meeting of The Heathers Nursery held via Zoom on 9th December 2020. Review date: December 2022



**THE HEATHERS NURSERY
POLICIES AND PROCEDURES**

POLICY 12: After School Club

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and wellbeing	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	4.4 Personal, social and emotional development

Policy statement

We recognise that for some families a longer nursery day offers more flexibility in their childcare needs. We regard snack times as an important part of the nursery's day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

- To provide an affordable, later pick-up childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for children at the end of the nursery day.

Procedures

- After School Club is open from 2.45pm until 3.45pm.
- The club will continue to follow the EYFS.
- A healthy snack such as fruit, flapjacks, muffins will be offered. Drinks will consist of milk or water
- Staffing follows the ratio of 1:8 for children aged 3-5 and 1:4 for children under 3 years of age.
- Staff follow existing nursery policies and procedures for safeguarding, child protection and the code of conduct.

Booking, Charges, Refunds

- Places for after school club must be booked in advance, either weekly, half termly or termly.
- Early Education Funding can be used for breakfast club.
- After school club costs £5.30 per day including snack and drink.
- Invoices for after school club will be issued with payment due within 7 days.
- Failure to pay will result in the access to after school club being withdrawn until arrears are cleared.
- If an after school club session is pre-booked, paid or not, we are unable to offer a refund if a child does not attend and you will be liable for the payment for that session (s) booked.
- If the Nursery cancels the club, a refund will be offered or the chance to carry payment forward to another session.
- If the Nursery is closed due to unforeseen circumstances (weather, loss of power etc) a member of staff will endeavour to contact families who have booked after school club by 9.00am

Late Collection:

- The time each child is collected is recorded in our daily registers and persistent late collection will be reviewed and discussed with the family.
- If the late collection continues after this discussion, families will be charged for each part hour that the child attends in blocks of 15 minutes (currently £1.50 per 15 minutes)