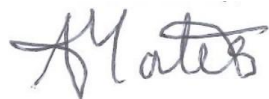




Kids' Club Booking and Charging Policy

Date policy last reviewed: 15th October 2024

Signed by:



Headteacher

15th October 2024

Date:

Burscough Village Primary School and Nursery is proud to offer its own in-school nurturing and enjoyable Breakfast and After School club run by experienced Staff. Kids' Club provision is booked via our online School Gateway app. This is available to all pupils at Burscough Village Primary School. You will be able to make your bookings on the 'Clubs' section on the app.

Kids' Club Pricing –24/25

Breakfast Club (7:45 – 8:45 am) - £4.00

After School Club (15:30 – 17:45 pm) - £6.50

There are three payment methods available. Parents and Carers can pay using childcare vouchers, cash payment upon booking and Nursery funded hours. Parents/Carers are required to notify the School Office whether you will be paying using childcare vouchers prior to using this provision so that you can be assigned to the correct payment item. Children using Nursery funded hours will need to discuss this when completing the Parental Agreement form.

Pay Via Voucher Payments

For parents and carers who choose to pay with Childcare Vouchers or the using the tax-free childcare scheme, the voucher payment item is set up on a "pay later" option. All parents and carers using voucher payments must inform the School Office via kidsclub@burscough-pri.lancs.sch.uk with reference numbers and details of the voucher company. However, to enable our system to work smoothly, we need parents and carers to make voucher payments when booking sessions and then email Kids' Club with a proof of payment e.g. an account screen shot or an account overview document.

It is compulsory for parents/carers to be pay in advance of the booking being made. Any credits will be issued per the cancellation policy. Following receipt of the proof of payments, your account will be credited. Attended sessions will be deducted from the balance. Failure to provide proof of payment may lead to your child not being able to access Kids' Club sessions.

Pay Via Nursery Funding

If your child is attending our Nursery, and you have chosen to use some of your 30 hour funding to cover Kids' Club sessions, we will now input the credit for this into your child's School Gateway account. This must be stated in the signed Parental Agreement form before the start of any new term. You can use this credit to book any the Kids' Club sessions. If you require any sessions outside of the funded hours, then these must be paid for via the cash payers' option through School Gateway.

Pay Via Cash Payments

For parents and carers who are not using either of the above options, you must make payments upon booking your sessions. You will be able to add sessions that you require to your basket, confirm and checkout when you have finished. This can be set up as a card payment or a bank transfer. If you do not require the sessions selected before checking out, you can simply remove these by swiping left across in the basket.

Cancellations and Booking Options

Cancellations and amendments to your bookings may be made 48 hours before your child is due to attend. When cancellations are made outside of the 48-hour booking window, a credit will be issued to your child's School Gateway account. Cancellations within the 48-hour booking window will only be permitted due to illness.

On the occasion when you need to make a last-minute booking within the 48-hour booking window, please ring the School Office so that we can manually make the booking. These sessions will be dependent on availability and arrears on your child's account. Once this session has been booked for you, you must log into your School Gateway account and make the payment. Failure to do so may result in your child not being able to attend the session.

Late Collection

Any children who remain on the premises after 3:45pm will be put in after school club and there will be a charge for the full session. Please be aware there is a late collection charge for children who are collected after 17:45pm at a cost of **£5 per child for every 5 minutes**. These charges will be added to your child's School Gateway account.