



## BREAKFAST, SIBLING & AFTER SCHOOL CLUB FEES, CANCELLATION AND UNCOLLECTED CHILDREN

### Fees:

- The cost of the club is kept to a minimum to ensure access for all children.
- The cost per child is £9.50 per child / per session for After School Club, £2 per child / per session for Sibling Club and £4.50 per child / per session for Breakfast Club.
- We reserve the right to terminate your child's place if fees are not paid promptly

### Cancellation:

- If you wish to cancel this must be done by email to [admin@sinai.brent.sch.uk](mailto:admin@sinai.brent.sch.uk) by the end of the previous working day for Breakfast Club and by 8.00am that day for Sibling / After School Club to allow the place to be allocated to another child.
- The full fee will be charged for absences
- We do not offer swaps

### Uncollected children:

- Parents / Guardians should ensure they collect their children promptly at the end of an After School Club session, from the assigned entrance (main entrance only).
- The session finishes at 5.30pm prompt.
- Children not collected on time will be taken to the School Office.
- If children are routinely collected late from the club parents / guardians will be contacted to discuss the situation. Continued late pick-ups may result in a parent being informed that their child is unable to attend the after school club.
- If you are late collecting your children more than 3 times within a term, this will result in your children having their space terminated from the club without refund.
- There will be a charge for late collection of £10 per child for the first 10 minutes. Collection after the first 10 minutes will be charged at £5 for every 5 minutes thereafter.
- The late payment fee should be paid on collection of your children or before 2:00pm the following day via ParentPay. Failure to make payment will result in your children being unable to attend after school club until payment has been made in full.
- If a parent / guardian is more than 15 minutes late in collecting their child the school will try and contact them using the contact details on file.
- If there is no response from the parent / guardian, messages will be left requesting that they contact the school immediately. The school will then try to contact the emergency contacts listed on the child's registration form.
- If the school has been unable to contact the child's parent / guardian after 30 minutes, the school will contact the Safeguarding Lead and the local Social Care team for advice.
- The child will remain in the care of the school staff, on the school premises if possible, until collected by the parent / guardian, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the school premises, a note will be left on the door of the school informing the child's parent / guardian where the child has been taken



and leaving a contact number. A further message will be left on the parent / guardian's telephone explaining events.

### Useful contacts

Barnet MASH (multi-agency safeguarding hub): 0208 359 4066

Brent MASH: 020 8937 4300

Camden Children and Families Contact Service: 020 7974 3317 / 020 7974 4444

Harrow MASH: 020 8901 2690

Hertfordshire MASH: 0300 123 4043

Head of Operations (Sinai Jewish Primary School) out of hours – 07867 913 279

Policy drafted	Date: 08/04/21
	Signed: <i>The Governing Board</i>