

# St. Bernard's Extra

## "Before & After" School Club



Victoria Park Avenue, Lea, Preston. PR2 1RP

Tel 01772 728153

### Admissions Policy and Procedures

St. Bernard's Extra offers all children/families from the school an equal opportunity to access the facilities provided by the Club.

The Club provides quality childcare in a safe and secure environment and is open to all children (3-11 years old) attending St. Bernard's Primary School and the local community at the discretion of the committee.

It is our intention to make St. Bernard's Extra genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of St. Bernard's Extra is widely known in the local community. We will place notices advertising St. Bernard's Extra in places where all sections of the community can see them.
- Admissions are made using Arbor App / Portal or by email / telephone; places are allocated on a first come first served basis.
- Places are offered on condition that parent/carers adhere to the policies, procedures and charging arrangements made by the committee.
- The Club welcomes both fathers and mothers, other relations and other carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- The club will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- The Club will be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- The Club shall continue to consult local parents to ensure that St. Bernard's Extra goes on meeting the changing needs of the local community.
- The Club provides 60 places, Monday to Friday during the school term and runs 7:30 am to 8:40 am and from 3:10pm until 6:00pm.
- The Club operates on a first come, first served basis and the booking procedures are made clear to parents/carers and are followed at all times.
- Bookings are made in advance on the school APP or in person / email

- Fees can be paid in advance & must be paid by the last working day of the week in which the child attended the clubs or by their nominated pay day. If no payment is received by the above guidelines, no further bookings can be accepted until payment is received unless agreed with Mrs. Mac or Mr. Turner. Payments can be accepted daily, weekly or monthly. All booked places must be paid for unless they have been cancelled before 2:45 pm on the day in question. Cancellations can be received at the School Office. The School Office will notify the Club of such cancellations.
- Parents/Carers requiring to use the Club must have completed a Data Form (completed on enrolment). Bookings can be made through the Arbor App, or by emailing the office@stbernards.mecmat.org or via telephone 01772 728153.