

## **Aims**

- To provide a childcare facility that meets the needs of parents/carers.
- To promote healthy eating.
- To provide a caring environment for children at the start and end of the school day.
- To provide a range of structured play activities to engage and stimulate the children.

## **Organisation**

- The breakfast club is open 7:30am – 8:45am Monday to Friday.
- The after school club is open 3:15pm – 6:00pm Monday to Friday.
- The club is available for all children in Reception to Year 6.
- Places are offered on a first come, first served basis.
- Priority is given to siblings.
- Children should be dropped off and collected from the school reception where a bell to alert Squirrels Staff is located. Children will not be allowed to leave on their own.
- All parents/carers must sign a contract alongside registration documents prior to booking.
- Parents/carers must sign their children in and out of Squirrels.

## **Bookings, Cancellations and Payment**

- All bookings to be made 24 hours in advance. An emergency admission will be determined by the Headteacher and will be charged.
- Bookings should be made by either of the following:
  - email [squirrels@robertpeel.beds.sch.uk](mailto:squirrels@robertpeel.beds.sch.uk)
  - text message 07387593330
- Calls will only be answered during work hours (7:30am – 8:45am and 3:15pm – 6:00pm Monday to Friday) Calls out of these times will not be responded to until the next working day.
- Emails will be responded to from 9:00am to 1:30pm.
- Squirrels staff must NOT be contacted by any other means.
- Cancellations with less than 24 hours' notice will be charged.
- Invoices will be sent by the 5<sup>th</sup> day of the month following sessions used and payment should reach us by 15<sup>th</sup> of the same month.
- Payment should be made using Childcare Vouchers, ParentMail, cheque or cash.
- If children attend a before or after school club then a reduced rate will be calculated.

## **Contact and Emergency Contact**

- Parents/carers MUST provide Squirrels with a number where they can be contacted **at all times**. If the parent/carer is unable to take or answer calls, another available contact must be provided. Likewise an emergency contact must be provided.

## **Safeguarding**

- Parents/Carers must see children into the building and sign the register. Children will only be released into the care of a named adult. (Passwords will be required for unfamiliar adults).
- All Squirrels staff are DBS checked.



- If the fire alarm sounds, staff will follow the existing school procedures and assemble on the playground.

### **Health and Safety**

- The Safety of children and adults in Squirrels is paramount and reflects our school's policy and procedures.
- A member of Squirrels staff on duty will be first aid trained.

### **Behaviour**

- Expectations reflect our school policy on behaviour. Consequences for poor behaviour are in line with our school policy and procedures. Persistent poor behaviour may result in a child's place being withdrawn.

### **Medicine**

- Squirrel staff are not obliged to administer medicine. Any request to administer medicine must be in line with the First Aid and Medicine Policy. Any injuries must be recorded and reported to parents on collection.

### **Fees**

7:30-9:00am	£6.00 inc breakfast
8:00-9:00am	£4.00 inc breakfast
3:15-4:15pm	£4.00 inc snack
3:15-5:15pm	£8.00 inc light tea
3:15-6:00pm	£11.00 inc light tea

### **Late Collection**

- If you are late collecting your child, you will be charged at the rate of the next session. Late collection after 6pm will incur charges of £5 per 5 minutes. This charge is to discourage late collection and is not to be seen as a charge for permitting late collection. We reserve the right to withdraw a child's place if they are persistently collected late.

### **Late Payment:**

- Late payment (After the 15<sup>th</sup> of the month), will incur a £25 charge.
- Persistent late payment may result in the withdrawal of your child's place.

### **Unpaid Fees**

- Collection of unpaid fees will be passed to our legal department after 1 month.