



Welcome to Stay & Play! This club provides a safe and secure after school club for your child at the end of the day and we are pleased to have him/her with us.

Stay & Play will run from 3:15 p.m. to 5:15 p.m. Monday to Friday term time only. Your child(ren) can stay for the full session or can leave at hourly intervals (4:15 pm or 5:15 pm) however you will be charged per hour.

A member of the Stay & Play team will collect your child(ren) from their classroom at 3:15pm and a register will be taken.

Stay & Play will run from the hall and intervention rooms off the main hall, and we ask that you collect your child(ren) from main reception. Please use the intercom system by pressing '2-Stay and Play' at the main entrance and a member of staff will buzz you in.

Karin Evans, the Stay & Play Manager, will be contactable via mobile phone from 2:30 p.m. if you need to get in contact with her.

There are a range of activities which vary every day, but include some active play, art & craft activities, IT activities and a quiet reading area for children.

Fees for Stay & Play are £5.00 per hour plus £1 for tea and are payable in advance every month.

### **Safeguarding**

The safety of your children is paramount at Stay & Play. All staff have regular Safeguarding Training and follow the Lady Jane Grey Safeguarding Policy which can be found on our website.

### **Behaviour**

Children are expected to behave in the same manner at Stay & Play as they would in the school day. Stay & Play follow the school's Behaviour Policy (which can be found on our website) but may use alternative rewards for positive behaviour. In the unlikely event that your child has not followed the expectations of behaviour, a member of Stay & Play staff will discuss this with you when you collect your child. If unwanted behaviour continues, you will be asked to attend a meeting with a member of the school's Senior Leadership Team and services may be withdrawn.

### **First Aid**

All staff that work in Stay & Play have, as a minimum, Emergency at Work First Aid training. Two members of staff have Paediatric First Aid training also.

If your child has an accident staff will log this in the school's system and will notify you of this using our Medical Tracker email system and discuss this with you on collection of your child. Should the accident require your immediate attention, a member of staff will contact you or nominated adults immediately.

Stay & Play follow the same First Aid policy as the rest of the school.

## **Fee structure, Payment of Fees, Refunds and Conditions of Notice**

### Fee Structure

- The cost per session is £5.00 per hour plus an additional £1 for food, if required.
- You will receive a 10% discount if siblings attend for all siblings.
- Fees are charged for sessions booked, even if the child does not attend
- Unless you have notified us otherwise (via phone call or text), there is a late collection fee of £5 per 15 minutes applied if you are late collecting your child from the agreed session end time (i.e. 4:15 or 5:15).
- Payments can be made via:
  - The on-line booking and payment system Kids Club HQ. Please discuss this with the school office if you have not yet registered for this or see our website for further details
  - We accept all Childcare vouchers from the Government Salary Sacrifice Scheme. If you need more information on this please contact the school office.
  - Please note: we no longer accept cash or cheque payments

### Payment of Fees

- Fees will be paid monthly, in advance and a notification will be sent when these are due.
- Fees must be paid within 7 days of the notification.
- If parents/carers are having difficulty making payments on time, please contact the school office immediately.
- Where there has been no explanation for late payment made prior to the payment due date, a late payment fee of £10 will be applied to your account and a reminder that payment needs to be made within the next 14 days will be sent to you via the school app/email.
- If contact has not been made with either the Stay & Play Manager or the school office and the charges and late payment fee is not settled within 14 days after the due date, services will be withdrawn with immediate effect.
- Any queries regarding monthly charges should be discussed with the Stay & Play Manager, Karin Evans in the first instance.
- If your child attends another after school club, the £5.00 may be credited to you after the club has finished.

### Refunds

- In the event of illness, unauthorised absence or unforeseen absence, fees already paid cannot be refunded.
- If a parents wishes to change any sessions, at least four weeks' notice is required via the amendment form on the app, and fees already paid cannot be refunded.
- If a child is withdrawn from Stay & Play as they no longer wish to attend or if their parents no longer require the service offered, fees already paid cannot be refunded and at least 4 weeks' notice is required using the amendment form on the app.

### Conditions of Notice

- In the event that the school should be unable to continue to offer Stay & Play as a service to parents, or need to cancel for any reason, parents will be given four weeks' notice or will be refunded four weeks fees in lieu of notice. Should the school be unable, due to unforeseen circumstances or emergency, to open Stay & Play for any odd days, fees for any missed sessions will be refunded or credited. In such a situation every effort will be made to inform parents as soon as possible so that alternative arrangements can be made.

May we take this opportunity to thank you for your support. If you have any queries or comments you would like to make, please do not hesitate to contact Karin Evans, Stay & Play Manager, or the school office.

Michael Fitzgerald  
Headteacher

Karin Evans  
Stay & Play Manager

Associated Academy Polices

- Behaviour
- Safeguarding
- First Aid
- Health & Safety