Out of School Club
Admissions and Fees Policy

The Out of School Club (OSC) is registered with Ofsted to care for 30 children, between the ages of 4 and 11, who attend Broomgrove Infant and Junior School.

Places are offered on a first-come, first-served basis. When all places have been filled a waiting list will be established.

If your child has special educational needs or a disability whereby they require additional support in school as identified on their one plan, please inform the Out of School Club manager who will complete a needs and risk assessment for your child to ensure that we can provide appropriate provision to meet your child's needs.

1. Opening and closing times

Breakfast Club

1.1. Breakfast Club opens at 07.30 and children must arrive no later than 08.35.

1.2. Breakfast ends at 08.00, children must be dropped off before 08:00 if they require breakfast.

Afterschool Club

1.3. The afterschool club shuts at 17:45.

1.4. Children must be collected by the 17:45 or an additional charge will incur. ***(See section 7)***

2. Registration

2.1. When an enquiry regarding places is made, parents/carers will be given all the relevant Club information.

2.2. If a place is available, the parents/carers and child are able to visit the club for an induction if they wish. Please contact the manager if this is something you are interested in.

2.3. Children are unable to be enrolled or attend the OSC before the registration form has been returned and payment for the half term has been made. Once this has been done your child/children will be able to start on a agreed upon date.

2.3. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed and offered a space, if no response is given within a set time of being offered the place they will be removed from the waiting list and will have to ask to be put on again.

2.4. By taking up a place at the OSC you are agreeing to our policies and procedures

3. Booking procedure

3.1. Parents/carers must complete all the necessary paperwork (registration and booking) and make a full payment for the half term before their children can attend the club.

3.2 Booking forms are sent out in advance every half term and must be completed by the deadline set by the manager every half term to renew your child's/children's place at the OSC.

3.3. Full payment for the half term is required upfront with the booking forms for your child to be able to attend the OSC.

3.4. As long you meet the deadline each half term, your child's/children's sessions are guaranteed as long as you want them.
3.4. If the booking form or payment is not in before the stated deadline each half term, your child/children will lose their space.
3.5. Temporary bookings are accepted when there is space available. A temporary booking is classed as a specific session (e.g. Monday afterschool) booked less than 75% of the time within a half term. If your child/children are booked in as a temporary booking, their space is not guaranteed the next half term.

4. Fee structure

4.1. The Out of School Club currently offers two sessions:

- Breakfast Club which costs £4.30 per session per child (open at 07:30)
- Afterschool Club which cost £8.75 per session per child (shuts at 17:45)

4.2. Fees must be paid for the half term in advance.
4.3. All booked sessions will be charged for unless parents/carers inform the office or the manager that their child will not be attending at least four weeks in advance.
4.4. If for any reason we cancel a session/sessions after they have been booked and paid for, the session will be removed from the system and not charged for. The money paid to cover that session will stay in the account to be contributed to the next bill.
4.5. If your child/children will no longer be attending the OSC and there is money still on the account, refunds will be made by cheques.

5. Payment of fees

5.1. Fees can be paid by cash, cheques (made payable to 'Broomgrove Infant School') childcare vouchers and BACS. Please ask for the bank details if you require them.
5.2. The Club recognises that childcare can be costly, so we encourage eligible parents/carers to claim the childcare element of the Working Tax Credit.
5.3. Fees are reviewed annually by the governing body. Any queries regarding fees should be directed to the school office.
5.4. If fees are not paid before the stated deadline, your child/children will not be able to attend in the next half term and their place will be cancelled. If the parents/carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

6. Collection

6.1. If you're child is due to attend a session, but it is no longer required, please inform both their school and the OSC manager to ensure your child/children are allowed to leave (especially if they are due to walk home by themselves or going with a friend) and that our staff are not wasting time at pick up looking for children that have gone.
6.2. If a child enters our bungalow and has been signed in, we are unable to allow them to leave by themselves, even if the parents/guardians ring to give permission. A member of staff must hand them over to an approved adult.
6.3. Staff will only allow a child/children to leave with people on the pre-approved pick-up list, a person who has been given the pick-up password or if the staff have been informed that it will be someone new by the guardian beforehand.
6.4. Anyone picking up one of our children must be 16 years of age or older.

7. Late pick up

7.1. Children must be collected by 17:45 ***(see section 1)***. If for any unforeseen circumstances you arrive after this time, you will be required to pay an additional £6.00 per child and then a further £6.00 per child every quarter hour thereafter to cover the cost of two members of staff who are legally required to stay.
7.2. Late fees must be paid within two weeks or you child's/children's space will be terminated.
7.3. If you are late on more than two occasions your child/children will lose their place.

8. Terminating a placement

8.1 At the Out of School Club we are committed to creating a safe and welcoming environment for all the children. We all take a proactive approach to limit antisocial behaviour and promote prosocial behaviour. When antisocial behaviour is seen we take a restorative approach. However, if a child continually demonstrates unsocial behaviour, including but not limited to causing physical harm to their peers, staff or self, damaged property, absconded or attempted to, sworn, committed an act which could be seen as bullying, racist, homophobic or discriminatory they may lose their place at the afterschool club. If these behaviours occur, a parent/guardian will be required to pick the child up straight away.

If these behaviours continue to occur a written warning will be sent to the primary parent/carer. If two warnings are sent out, the child's place at the Out of School club will be terminated.

8.2. The Out of School Club reserves the right to terminate a child's placement without notice, should it be deemed necessary for the overall safety and well-being (physical or mental) for the child themselves, our staff or other children in our care.

This policy was written in consultation with OSC staff and Broomgrove Infant School Governors June 2014.

It is to be reviewed annually. It was last reviewed in July 2026

Next Review Date: July 2027

Written in accordance with the EYFS welfare requirement: 'Safeguarding and promoting children's welfare'