SUNRISE CLUB
Booking and charging policy

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development is central to the life of our school and this will be reinforced in the school's Sunrise Club Booking and Charging Policy where appropriate

We believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

Capacity:

Sunrise Club can offer 30 places per session. Sunrise Club is not open to children who do not attend St Andrew's CEVA Primary School.

Please note: Sunrise Club is not able to take in any child whose name is not on the Club register as the staffing is set up to ensure a safe ratio of staff to children.

Enrolment:

To enrol your child(ren) in the Sunrise Club, booking's must be completed via the online booking system. You must book and pay for a place in advance in order for your child(ren) to attend. We do not have the facility to just turn up and pay.

IT IS THE RESPONIBILITY OF THE PARENT/CARER TO BOOK SESSIONS AND NOT THE SCHOOL

Bookings can be made for any of the weeks available to you at the time of login. Generally, a term at a time will be available to view and book.

Booking cut off is Wednesday midnight before the week commencing date

Any need to change or cancel sessions **MUST** be made before the booking closes.

Sessions:

Sunrise Club will run Monday to Friday term-time only. Session times are 7:45am to 8.45am.

Admittance to Sunrise Club will not be granted if a session has not been booked and your child's name is not on the register.

Please note: If your child is admitted to Sunrise Club after 8:20am they will not receive any breakfast as this leaves too little time to prepare and clear up.

Children must be dropped off at the entrance gate by the MUGA. They **MUST** be accompanied by an adult who will sign them in with the Sunrise Club staff before the child is admitted.

The car park is NOT to be used. Anyone found doing so will risk forfeiting their child's place.

Charges:

Sunrise Club operates a flat rate charging policy. Charges are £4.00 per child per session. This cost is subsidised for children of staff members.
Booked sessions will be charged for, irrespective of absence or the time that your child is admitted, this is to cover staffing provision.

Payment:

Payment does not need to be made at the time of booking, however **MUST** be made at least a week in advance. Failure to adhere to this may result in your access to the booking system being withdrawn.

Refunds will not be made for any missed booked sessions, please see paragraph on charges.

Payment Exceptions:

We understand there are, however, always exceptions to payments due to certain factors:

- If the school is closed for any reason, ie. enforced snow closure, polling days there will be no charge to the parent.
- If a child is **ill** for a prolonged period of absence (over 1week) you may be entitled to a refund.
  You must make your request for the refund in writing to the school office.

Every effort will be made to be flexible and understanding.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the Sunrise Club supervisor staff. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. Sunrise Club will use a variety of spaces within the school to operate.

Activities may include but will not be limited to:

- Arts & crafts
- Reading
- Board games
- Physical activity
- And other such themed activities deemed suitable

Food and Drink:

A healthy breakfast will be served on arrival. Examples of the types of foods that will be served include:

- Toast/Crumpets (with a variety of toppings)
- Pancakes
- Cereals
- Yogurt
- Fresh and dried fruit
- Fruit juices/water/milk

Ethos and policies

Sunrise Club will function under the ethos and support of all school policies.

E.g. The Behaviour Policy.

Contact

Should you need to speak to a member of the Sunrise Club team during school closing hours please call the school number, 01604 406486, and choose option 1.