# TWILIGHT CLUB
# Booking and charging Policy

At St. Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's Twilight 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:**

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

**Enrolment:**

To enrol your child(ren) in Twilight 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 be made before the booking closes.

**Sessions:**

Twilight Club will run from Monday to Friday term-time only. Session run from 3:20pm to 5:45pm.

**PICK UP TIME IS BY 5:45PM AT THE LATEST** at the entrance gate to the MUGA. This time **MUST** be strictly adhered to. Parents/carers will not be allowed into school when collecting your child due to safeguarding reasons. You will be required to sign out your child/ren from Twilight Club.

Late collections will result in a fine and possible loss of access to the booking system.

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

The car park is NOT to be used. Anyone found doing so may result in losing access to the booking system.

**Charges:**

Twilight Club operates a flat rate charging policy. Charges are £10.00 per child per session. This cost is subsidised for children of staff members.

Booked sessions will be charged for, irrespective of absences or the time that your child is picked up, this is to cover staffing provision.

Late collection of children will incur the following fines and payment is due within 14 days to the school office:

5.45pm–6pm - £5.00
6.00pm onwards - £10 for every five minutes late

Persistent late pickups will result in the loss of your child/rens place.
Non payment of the late pick up fee will also result in the loss of your child's place.

**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 1 week) 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 Twilight club 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. Twilight 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
- Quiet space for homework
- And other such themed activities deemed suitable

**Food and Drink:**

A healthy finger food tea will be served at 4:15pm. This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal.

Examples of the types of foods that will be served include:

- Toast/ Pancakes/Crumpets (with a variety of toppings)
- Sandwiches (with a selection of fillings such as jam/ham/cheese spread)
- Cereal bars
- Bread sticks/Crackers
- Cheese
- Yoghurt
- Fruit
- Vegetable/Salad snacks
- Fruit juices/water/squash

**Ethos and policies**

Twilight 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 Twilight Club team during school closing hours please call the school number, 01604 406486, and choose option 1.