



Buckshaw Primary School and Nursery

Headteacher: Mrs S Price

Kids Club Admission & Fees Policy

September 2024

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REVIEW DATE	September 2025



'Learning, believing and growing together.'

Introduction

Our Kids Club is committed to safeguarding and promoting the welfare of children and expects all who work with us to share this commitment. This commitment extends to all adults and children that visit or have contact with our sites.

Kids Club operates during school term times and offers provision for children from pre-school up to year 6, here at Buckshaw Primary School.

We offer a wide range of activities including outdoor play, crafts, iPads, games, small world and lots more. It is a great place to be with friends, but also to make new ones along the way.

Booking procedure

Places are offered on a first-come first-served basis. All bookings made **must** be pre-booked and paid for in advance via our SCOPay app under the extended day tab. If payment has not been made, or if there are outstanding fees on your SCOPay account we have the right to withdraw the service. *Please note, this will not be the case for those paying with childcare vouchers as your account is credited automatically on receipt of payment.*

Cancellation policy

If place has been booked and is no longer required, you must cancel the session **before 12pm** of the day your child is due to attend. Notification after 12pm will result in fees being charged whether the child attends or not. Sessions should be cancelled by contacting the school office.

Fee structure

Fees are charged as follows (September 24)

Breakfast Club will be £5 per session irrespective of the drop off time.

After School Club will be £5.00 per session until 4.30pm or £10 per session until 5.45pm.

Payment of fees

Payments must be made in advance of any bookings.

Where a child/children have any outstanding balance that has not been paid within two weeks of them attending a session they will no longer be permitted to attend Kids Club until the balance has been cleared.

Fees can be paid online via the SCOPay app, via direct debit through the SCOPay app, via tax free childcare vouchers or by cash in advance either to the office or a member of the Kids Club team.