



CNS After School Clubs and Child Care

2019/20

Procedure for After School Child Care

After School Child Care is run by CNS Sports Stars – the company the school also use for sports coaching in school and some of our After-School Sports Activities. ALL CNS AFTER SCHOOL CLUBS AND CHILD CARE MUST BE BOOKED VIA THIS FORM.

The After-School Child Care is for children in Reception through to Y6. Unfortunately, it cannot cater for Pre-School children. If your child has any special needs then you would need to discuss these with the provider (CNS Sports Stars) before booking.

After School Child Care places need to be booked and paid for in advance, using the booking form, so that we can ensure there is space for the children.

A booking form will need to be completed (these are available from the school office or on the school website) for each individual child. This can be completed on a weekly basis or per half term. **Only in extreme circumstances will you be able to book your child in on the actual day.** If this happens then payment must be made on collection. Failure to do so will result in your child not being able to attend future provision until payment is made.

At the end of the school day: -

- Upper School children will go to the Lower School Hall for the start of the After-School Child Care. Lower School children will be escorted to the Lower School Hall.
- CNS will be offering a Sports Club every night from 3.15 to 4.15 for all children from Y1 to Y6. **You will sign up for these clubs via this booking form AND also the extra provision to 5.30pm via this booking form.** If you ARE booking the full provision to 5.30pm then your child will be able to access this club if they want to (**children aged**

from Y1 to Y6 are eligible for this) and there will be no additional payment for this (i.e. you will just pay the £6.50 fee). (If numbers are too great for the Sports Club and there are not enough spaces for the child care children to attend then we will have to review this.) You can indicate on the booking form if you'd like your child to attend the CNS Sports Club or access the other options whilst at the provision.

- The school will continue to offer other clubs – if you want your child to access these and then the Child Care you should sign up for the Club, directly with school, informing them that your child will then go to Child Care once the club is finished and then the additional cost (as per price on the booking form) is payable for the CNS provision to 5.30pm. On the booking form you would only tick the third column on those days.
- No snack will be provided – we ask parents to send an appropriate snack that the children can eat during their time in Child Care.
- Children will do a variety of activities during their time between school finishing and 5.30pm. As stated, we will always provide a sport/exercise option from 3.15 until 4.15 as well as quieter, less physical activities for the duration of the provision e.g. colouring in, board games, computers and team building games. If your child would not like to do the sports club then they can enjoy the less physical activities for the duration. **Children in Reception will access the quieter, less physical activities from 3:15 as they are unable to access the Sports Club.**

Procedure for departure

The comfort, well-being and safety of our children is our main concern; therefore it is imperative that your child is collected on or before 5:30pm.

- If, due to unforeseen circumstances you are unable to collect your child on time, **please contact our CNS staff on 07427471782** – failure to do so may result in an additional charge of £5 per 10 minutes (this will need to be paid before your child can attend any further sessions).
It is crucial that you use the mobile number and not the school number as messages may not be picked up from the school number as there may be no-one in the office. If you have any queries please email chris@cnsportsstars.co.uk
- If a child is not collected by 5:30pm, we will contact the parent/carer by telephone. If no contact is made after a further five minutes, emergency contact numbers held by the CNS for that child will be pursued.
- If no contact has been made after 15 minutes following the arranged pick up time (5:30 at the latest), CNS Sports Stars will have no other option than to ring First Contact (Social Services).

- Under no circumstances can a child leave the provision with anyone other than a named person on the contract, who must know the password to collect your child. This contract must be signed and returned to CNS Sports Stars before your child's first attendance at Child Care.

Payment of Fees

We have strict requirements covering payments. Failure to follow these requirements may result in withdrawal of your child's place at our After School Child Care

- Please use the booking form to secure any place at the After-School Child Care. If you have more than one child you can put them both on the one form.
You have to complete a booking form and the contract to access the Child Care.
Only in the case of emergencies, or if you are running late to collect your child **at the usual home time**, you can phone the office to book a place if necessary. Payment must then be made on collection of your child that day.
- Once a place is booked and paid for it cannot be cancelled, refunded or credited.
- Payments must be made at least one week in advance. Online **payments must be made by 11am on Monday of the week of the bookings.**
- Payment by cash or cheque (**cheques payable to CNS Sports Stars**) should be included with the booking form (available from the office or the school website) and put in a clearly labelled, sealed envelope. You can pay for at least one week in advance, up to the whole half term.
- Payment for the After-School Clubs not included in the CNS provision price (e.g. Lingotot Spanish, OPAL, Cookery Club) should be made separately in the usual way in a separate envelope directly to the school.
- Payments using a childcare voucher scheme should be discussed with Chris at CNS as not all schemes can access the provision. This will ensure that we are registered with your childcare voucher provider and will enable us to agree a schedule of payment.

CNS Sports Stars – chris@cnsportsstars.co.uk – or 07427471782 or 07793844952 – Find us on Facebook

BACS Payment Details

Company Name – CNS Sports Stars

Bank - Barclays

Sort Code 20-83-69

Account Number 53665976

Reference – TLCPS – your child's initial and surname. Eg – 'TLCPS - J Smith'