

ECD Afternoon Care admissions and attendance policy

Written by: Anja Toddington **Date:** June 2016

Approved by: Council **Date:** July 2016

History of review:

January 2018 by Anja Toddington

March 2018 by Tara Davis

Date for next review: Jan 2020

Statement:

Kindergarten Afternoon Care is currently offered on Mondays, Tuesdays, Thursdays and Fridays between 12:20 and 14:50 (2 ½ hours).

Each Afternoon Care (AnC) session has a maximum capacity of 12 children, as we wish to maintain a calm and homely feel to the afternoons. Sessions are suitable for children from 4 years old.

Afternoon care is seen as a SERVICE to parents who need to work or who need their child to be in care for longer than up to 12:20 class pick-up-time. For these children it is better to stay in the same setting, being cared for by the same adults.

Policy:

Admissions

- When a parent wishes for their child to attend AnC they must first discuss this with their child's teacher to get their support. Children usually need to be settled and managing in Kindergarten, before we would recommend a child attending afternoon care. We will however take the family's needs into consideration.
- Following the conversation with the teacher an Application form for Kindergarten Afternoon Care will be filled in by the parents and given to the child's teacher or the AnC teacher.
- If the required session is oversubscribed, we will give priority to:
 - Children with a recommendation from their teacher
 - Older children
 - Staff children who need childcare to cover their working hours at school
 - Children with siblings at our school who have afternoon lessons on the required days
 - Parents who work
- Occasionally we find that a child doesn't manage AnC due to tiredness or overwhelm and as a consequence disrupts the group and upsets the other children. In such an instance the family might be asked to withdraw their child from afternoon care in accordance with the school's Behaviour policy.

Attendance and finances

Fees

The fee for a place in afternoon care is currently £9.00 per session. This is charged in full for each half term in advance. No refund is given for missed sessions. The ad-hoc fee is a one off fee for each session used – there are NO permanent ad-hoc seats – ad-hoc attendance becomes permanent after 3 times in a row and the parent will be asked to pay for that half-term.

If a session is not full, occasionally Ad hoc places can be offered when needed, e.g. if a parents needs care for their child during a parent conversation or due to a family emergency. The ad hoc rate is £12.00 a session.

Late pick-up of children at lunchtime

Any children that are picked up late at lunchtime may be looked after in afternoon care and will be charged according to the Late Collection of Children policy.

Notice

Notice to leave must be given in writing (a short note will suffice) to *both* the finance office and to the afternoon care teacher half a term in advance. Notice will be charged for even if your child does not continue to attend during the notice period.

Controls:

- Application form for Kindergarten Afternoon Care

Information/advice/guidance:

- Class teachers and Afternoon Care teachers

Compliance:

References:

- Late Collection of Children policy
- Supporting Positive Behaviour (ECD Behaviour Policy)
- Staff Contributions Policy