

Breakfast and After School

Late collection

The After School session finishes at 5:45pm. Late collection may result in an additional charge to parents of £17.50. If a child is not collected staff will attempt to make contact with all permitted and emergency contacts named on the registration form. Two members of staff will remain with the child at all times. In the unlikely event that this is unsuccessful, staff will contact social services for guidance.

Medication

If your child has prescribed medication which must be administered three or more times a day, you will be required to complete a school medication form giving staff full details to enable it to be administered.

Other club policies

As a childcare provision we have a wide range of policies. A copy of all policies are held on the club site and can be accessed upon request. Please speak to club staff if you have any other questions or concerns.



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Ecton Brook Primary School

Opening times;
8 to 8:45 am Breakfast @ Ecton Brook
3:15 to 5:45 After school @ Ecton Brook
Term time only

Ecton Brook Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5DY
Ofsted no: 138953

Tel:
07823778837
(During club hours), or

School Office 01604 409608
(During school hours)

Parent/Guardian Pack
Please keep for future reference.

Introduction

Ecton Brook Primary School Breakfast and After school is managed by Ecton Brook Primary School. Our aim is to provide quality childcare where children can access a happy, safe, warm and stimulating play environment.

Children's play is self-directed and may sometimes include elements of messy play and risky play within appropriate boundaries and supervision levels. Staff aim to facilitate children's play by providing ideas, equipment, resources and opportunities.

We aim to offer an inclusive childcare provision where all staff and children are encouraged to maintain positive relationships with others and to value diversity and difference.

Registering for sessions

Parents or carers who want their child to attend any of our sessions are required to complete the registration pack and relevant booking forms. A visit to the setting should then take place so the child or children can familiarise themselves with the setting, staff and other children who attend.

The visit will also give an opportunity for parents to ask any questions and for staff to discuss any issues identified on the registration form.

Booking sessions

Sessions can be booked each half-term (6 per year) or

on a week by week basis using the appropriate booking form. Weekly bookings must be received by the Wednesday of the week prior to sessions being booked/. Sessions are offered on a first come, first serve, basis and cannot be guaranteed before a booking form and payment is received. Booking forms should be handed in to club staff or at the main school reception. *Please note late bookings (after Wednesday) incur a £2.50 fee.*

Payment

Payment can be made in the following ways;

- Weekly in advance with your booking form
- Monthly in advance with a weekly or termlet booking form
- One payment per termlet (6 termlets per year)

Payments can be made by using our online payment system.

Cancellation of sessions

For termlet bookings, sessions can be cancelled by giving one weeks notice to the club supervisor of any change required. Payments for bookings made one week in advance cannot be cancelled or carried forward unless agreed by school management in exceptional circumstances.

Refunds are not usually given in cases of sickness unless due to hospitalisation.

If your child is not going to attend a session please inform staff through the school office.