



Waltham Pre-School

Out of School Club Procedures

Policy Statement

The aim of the club is to provide quality childcare which parents may need for a variety of reasons, for example work commitments or training.

The emphasis is on play in a caring environment and staff will endeavour to ensure every child enjoys the sessions in the club.

Booking Sessions:

You can book a regular place or an occasional session, however, our regular places take priority and occasional sessions are limited to availability.

Occasional sessions must be paid for in advance.

- Our commitment to you is we will ensure we are appropriately staffed to enable a safe environment for your child. We would like your commitment by giving one calendar month's notice to change your child's session. This is to ensure the correct staffing and sustainability of the service. This also applies to occasional places once they have been booked. Absences through illness etc are still liable to the charges. No changes to other dates can be offered.
- When booking occasional or last-minute sessions, or any changes to usual sessions for Primary Academy children. The Academy **must be** notified in addition to ourselves.
- We ask that all bookings, except those made on the day, are emailed to us at office@walthampreschool.org
- Children are collected from the Leas Primary Academy and escorted over to the OOSC. Children staying for after school activities such as football, art club etc. may still join our after-school provision and will be collected in the same way.
- We are not able to drop children to any School Clubs during our Breakfast Club sessions due to staffing and ratios during this this session.
- A Holiday Club is available during the school holidays. Bookings can be made through the office via email: office@walthampreschool.org or by calling 01472 822967. Places are subject to availability and are allocated on a first come first served basis. Once booked no changes can be made and payment is required in advance.
- OOSC closes at 6pm prompt and a fine will be applied when children are not collected on time. This fine will be £2.00 for every minute past 6 pm.
- This must be strictly enforced to ensure that we remain in compliance with regard to insurance.