



# Admissions and Operations Policy

<b>Date Revised</b>	<b>June 2026</b>
<b>Date of Next Review</b>	<b>Summer 2027</b>
<b>Approved by Governors</b>	<b>June 2026</b>
<b>Approved By</b>	<b>Mr C Watkins (Headteacher) Mrs S Smith (chair of Governors)</b>

## Brightsparks Breakfast and After School Club

### Admission and Fees Policy

#### Admissions

Brightsparks Breakfast and After School Clubs is primarily for children who attend Roberts Primary School from Reception to Year 6. Places may be offered to Nursery pupils if available. At the beginning of the new term priority will be given in the first instances to existing children attending the club, followed by new Reception children/siblings.

All enquires about admissions should be made to the Manager or Deputy Manager. When a parent/carer contacts the club enquiring about a place for their child they will be given relevant information including details of the Admissions and Fees Policy and informed of whether there is currently a suitable place available for their child.

If the parent/carer agree to abide by all the terms and conditions of admission including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration form and return a payment for the first week to confirm their child's place.

The Manager will contact the parent/carer to arrange a date for the child's first session at the club.

It is a requirement to give two weeks' notice in writing if you no longer require a place for your child/children, and this will be charged at the daily rate.

#### Waiting List

To ensure that admission to the club is offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- Parents will complete a request for a place form for their child.
- The parent/carer is informed that there is not currently a suitable place available.
- The club's waiting list procedure will be explained and then activated on the parent/carers behalf.
- The details of this request will be put on the waiting list, in the order that they are submitted.

When a vacancy becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest on the waiting list.

If the parent/carer still wishes to take up the place for their child, they will be asked to complete the Registration form and the remaining steps of the admissions procedure outlined above.

If parents/carers concerned no longer wish to take up a place, the parent/carer of the next suitable child will be contacted.

There may be occasions when the governing body of the school need to prioritise places or refuse admission to the club.

#### Priority order of places

1. Looked after children
2. Siblings
3. Those requiring full time provision
4. Everyone else

#### Fees

The level of fees will be set by Roberts Primary School Governors and reviewed annually in the light of the club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees can be made weekly or monthly and must be made at least one week in advance prior to the start of the week or month in question, to secure your child's place. Your account should always be at least one week in advance. Payments can be made via our ParentPay system that is accessible from our website, Tax free childcare, or childcare vouchers. (Please note if paying by childcare vouchers, please ensure you only allocate the correct amount of funds, as refunds cannot be processed) If a parent/carer think that they are entitled to Working Family Tax Credit they should contact Dudley's family information services.

If payment is not received on the due date, the club cannot guarantee the child's place. If fees are not paid on time, the club will notify the parents/carer in writing and request payment at the earliest possible opportunity. The Manager has a right to issue a formal warning to the parents/carers in writing to inform them that the continued late payment will result in their child's place at the club being forfeited. If parents are likely to have difficulty making a payment by the due date they are strongly advised to arrange a meeting with the Manager at the earliest opportunity to avoid jeopardising their child's place at the club. If after four weeks your account is not brought up to date the child's place could be revoked, (unless other arrangements have been put in place).

If a child does not attend a booked session at the club, full fees will still be payable unless:

- The child has an ongoing communicable disease in which case half fee for the missing session will be payable.
- The child has been off for more than a week and has a letter from GP confirming the child is unwell in which case half fee for the missed session will be payable.

Brightsparks Breakfast Club begins at 7.30am, before this time we are unable to accept children. Children will be collected from their classroom by Brightsparks staff. Brightsparks After School Club ends at 5.45pm. Please ring the intercom bell in the main reception to let staff know of your arrival to collect you child/children. If children have not been collected by this time repeated attempts will be made to contact the parent/carer and/or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff. If after **30 minutes** no contact has been

made with the parents/carer, Social Services Department will be notified and children will be handed over to the social services team. A late charge of £10 per child will be payable for every 15 minutes that you are late to collect your child/children.

Fees are still payable should school need to close due to unforeseen circumstances. Fees will not be charged for planned closures.

#### Current Fees

Breakfast Club – 7.30 am – 9.00 am	£5 per day
After school club- 3.15pm- 5.45pm	£8.50 per day
Late collection fee (This includes when parents/carers have not collected children at the end of the school day_	£10

#### Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

#### To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

#### Safeguarding

Safeguarding of all children is our number one priority and all staff have the attitude of it 'can happen here'. All Brightsparks staff have had at minimum, annual safeguarding training with the rest of the school team.

Brightsparks staff will follow school procedures for logging and sharing concerns and will be aware of the safeguarding lead and deputies within school.

It is the aim of Roberts Primary School to always have a DSL available, on site or contactable via phone.

All Brightsparks staff are aware of the DSL's in school and have their contact details.

If the Brightsparks manager is not available, the following staff should be contacted in the following priority order:

Mr Carl Watkins  
Mr Ken Hughes  
Miss Rebecca Beddoes  
Miss Vicky Cockell  
Miss Caroline Gregory

### **Operation Times**

Brightsparks meet in the Main school hall within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.30am – 9am

After School: Monday – Friday 3:30pm-5:45pm

### **Security**

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:15 in both Breakfast and After school clubs.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible. Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

### **Complaints and Comments**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at Brightsparks, the school's complaints policy should be followed. This is available on the school website.

### **Parental Involvement**

Brightsparks believes that all parents/carers and staff should work with each other to ensure a happy, relaxed environment where each child can flourish. Brightsparks will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements. It is our policy to contact parents/ carers when there is a concern about a Child's progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise. General comments and feedback are also welcome.

### **Behaviour**

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property. Understandable rules are applied to be fair and consistent.

Under no circumstances do we use any form of corporal punishment. Parents/carers will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems.

Brightsparks adheres to the whole school behaviour policy implementing the 3 R's: Ready, Respect, Responsible.

### **Special Educational Needs**

Brightsparks is inclusive of all children and will make adaptations to meet the needs of individuals where appropriate. Please speak to the manager should you be concerned about your child's additional needs and attending Brightsparks.

### **Emergency fire and lockdown procedures**

See the school's emergency procedure policy which is available on the school's website.

### **Food and Hygiene**

Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate. Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor. Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times. Children should not be allowed in food preparation areas. The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair. All utensils should be kept clean and stored correctly. A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session. All food and drink should be stored correctly and used within the recommended use by date. Staff drinking hot drinks should have them in a sealed container. Staff preparing food will always adhere to personal hygiene recommendations.

## **Sickness**

It is the parent/carers responsibility to ensure that their child is not ill when brought to Brightsparks. Children suspected of suffering from infectious conditions will be excluded from Brightsparks for 48 hours or until medical treatment has been sought and the child is well. Parent/carers should inform the Brightsparks as soon as possible of their child's absence. In the case of a child becoming ill at Brightsparks, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection. The Dudley Department of Health recommends that a child is to be kept away from the facility until well, when suffering from certain illnesses.

## **Late and uncollected children**

In the event of any child(ren) being left at Brightsparks due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted. To help prevent this situation arising, when children are registered for a Brightsparks place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies. A child will not be released to anyone other than a parent/carer, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform Brightsparks staff if their child is to be collected by someone unknown to them and given relevant details. Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be incurred.

Please refer to our Terms and Conditions for further information in relation to late charges. Children's Services on 0300 555 0050 (During office hours 9am-5pm) Contact the Emergency Duty Team on 0300 555 8574 (Out of hours)

## **Empty Pocket Policy**

Roberts Primary School Breakfast/After School Club recognises the need to ensure the welfare and safety of all children. In order to safeguard children in our care there is a requirement for staff, volunteers and visitors on arrival at Brightsparks to place electronic devices, which can capture or store images e.g. Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area. Parents / carers must not have mobile phones out whilst collecting their children from club.

In case of an emergency, staff, volunteers and visitors can be contacted on the club's mobile 07562 168300- this number only accepts incoming calls.

