



Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

Mobile contact number: 07925372217

Email: dunkirkchildcare@dunkirk.nottingham.sch.uk

Manager's email: dunkirkchildcaremanager@dunkirk.nottingham.sch.uk

Website: <https://tinyurl.com/Dunkirk-Fun-Club>



Dunkirk Fun Club: Wraparound Childcare Policies

39. Dunkirk Fun Club Cancellation Policy

Dunkirk Fun Club: Wraparound Care requires bookings and cancellations in advance. This policy outlines the information parents need to know to make decisions about their child's before and after school care.

Bookings

Long term bookings will be allocated for the following week where possible, once admissions forms have been completed. Ad hoc bookings ideally need to be made 24 hours in advance, but where parents need a booking for the same day, the Manager must give the go ahead, and the parent must complete the admissions form before the time given by the Manager. Where the child is unknown by the Club, the Manager will ask the class teacher for any relevant information, and Dunkirk Primary School's system will be checked for any needs. Any last-minute bookings (and all bookings) will only be given where ratios are adhered to, and where there are additional needs, that staff have the resources to support the child.

A waiting list is in operation.

Cancellations

Cancellations of one-off days/weeks are still charged to cover staffing, resources and food costs. Unless made 1 week in advance of the following month's fees being charged, i.e. 1 week before the 1st of the month where the parent/carer is cancelling a day.

Cancellations of one-off days/weeks within the same month are still charged to cover staffing, resources and food costs.

Non-attendance, e.g. child off ill from school, will still be charged to cover staffing, resources and food costs.

Long term cancellations, such as leaving the club, will be charged for the number of days in the following month. In this time, the child can still attend Club.

During COVID or other such circumstances, if a classroom bubble is closed, the children will not be charged, but parents/carers must inform Club of the closure.

REGISTERED CHARITY NUMBER:
1200188



OFSTED REGISTERED

Supported by the Early Years Team
at Nottingham City Council

Where a child starts an after school activity club, the parent/carer must inform club. The parent will be charged for the following day the club is on, but will not be charged for any other unless the child is to attend Club afterwards.

A request to cancel a booking can be made in one of the following ways:

- send Club a notice to cancel in writing via email indicating the intention to cancel the booking on dunkirkchildcare@dunkirk.nottingham.sch.uk or dunkirkchildcaremanager@dunkirk.nottingham.sch.uk

Late Charges

As outlined in the uncollected children policy

Charges are applied after the first incident per year. After the first incident, the parent/carer is advised that they will be charged for any late collections going forward for the remainder of the year. This resets each September. The charges are:

- 0-5 minutes late: £5
- 6-15 minutes late: £10
- 16+ minutes: £10 + additional full nightly charge (£10)
- 30+ minutes: £20 + another additional full nightly charge (£10)

Termination of a Childcare Place

Dunkirk Fun Club: Wraparound Care will cancel a childcare agreement when a parent/carer does not fulfil his or her obligations repeatedly (**3 times in a term**)

- late pick up after 6:00pm without prior conversations with the Manager
- repeated late payments without prior conversations with the Manager

Date of review/update and sent to the Board of Trustees for ratification: 18.10.22
Signed by Jamie Curtis, Manager

Date of ratification: 28 October 2022
Signed by Dunkirk Fun Club Trustees

Next review date: January 2023