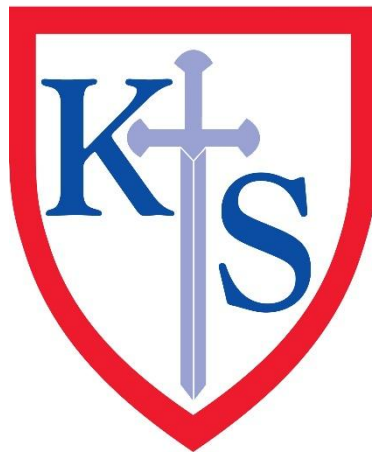


Kingsland CE Primary School

Stay and Play Club Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

March 2026

Kingsland CE Primary School

Stay and Play Club Policy

Date for full implementation: March 2026

Review date: March 2029



At our Stay and Play Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve.

Aims

- To support parents/carers by providing after school childcare from 3.15pm until 5.30pm. Parents are responsible for their child/ren after 5.30pm.
- To offer the children an opportunity to be in a safe and friendly environment.
- To provide planned, age-appropriate educational and learning activities and enable safe free-play, as appropriate.

Terms and conditions

1. The Stay and Play Club will be run by an appointed Stay and Play Club Supervisor, and an appointed Stay and Play Club Assistant. They will receive appropriate safeguarding training.
2. The Club operates for children attending Kingsland C E Primary School only.
3. The same Christian values that inform our relationships and choices throughout the school day apply to the Club at all times.
4. The Club will provide a healthy snack and drink and age appropriate educational and learning activities for the children to take part in.
5. Children will not be allowed to leave the Club to play outside unsupervised.
6. Staff will be responsible for the care and management of children, treating them with respect at all times.
7. The club will comply with environmental health food safety standards.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
9. Parents / Carers will be given one month's notice of any increase in fees.
10. Fees should be paid online using the Arbor app payment system at the time of booking. The school reserves the right to exclude a child if fees are not paid promptly for any late or emergency bookings.
11. Parents/Carers are asked to keep the school informed of any change of emergency contacts via the school office.
12. To ensure that Stay and Play Club children are safe, a register will be taken at the start of each session. Parents / carers will receive a phone call if their child is booked into the Club but is not present.

13. Stay and Play Club is viewed as an enjoyable extension of the school day. Therefore, the usual school rules regarding behaviour apply when attending. If a child consistently does not behave in an appropriate manner, they may lose their place in the club.

Stay and Play Club charges

Charges are based on a £5 hourly rate.

3:15pm up until 4.45pm: £7.50

3:15pm up until 5:30pm: £11.25

If a child attends an alternative after school club until 4.30pm and then wishes to join Stay and Play Club afterwards, a charge of £5.00 will be due between the hours of 4.30pm – 5.30pm.

Cancellation procedures and charges

The following cancellation procedures and charges apply:

- If children are ill and not attending school that day, there will be no charge for Stay and Play Club.
- If a place is booked and not used (not due to illness), the full charge will apply unless the school office is emailed in advance to cancel:
 - Cancellations must be received to the school office by 9am on the day.

Non-Booking and Late Collection Charges

If a place has not been booked for Stay and Play Club, an additional £5.00 non-booking fee for each child may be added on top of the normal club charge to cover staffing, administration and additional food costs. The school has the right to refuse a place at Stay and Play Club if there are no spaces available.

Children must be collected promptly, at the agreed time. If children are collected late, parents may be charged a 'late collection fee' of £5.00. Please note that our staff have to be paid additional hours as a result of late collection of children.

If a parent/carer is not present to collect a child at 3.15pm (or 4.30pm if they have attended an After School Club), the child will be placed into Stay and Play Club, and a fee of £5.00 may be charged.

Incurring debt

Parents are requested to pay for Stay and Play Club in full before the children attend the club. If a level of debt is incurred above £50 per child between the two clubs (Breakfast Club and Stay and Play Club), the school reserves the right to remove the offer of a place at the clubs until the debt is paid in full. Parents are encouraged to discuss any financial concerns confidentially with the school.

Booking Issues

If you experience any booking problems on Arbor, please email the school office.

Issues with charging can be rectified if there is evidence of an attempt to make a booking.

FAQs

Do they have to be regular bookings?

Regular bookings in advance are advised to secure a place. However, we are happy to offer places on an ad-hoc basis as long as your child is registered with us and a space is available and payment is received.

What will my children do at Stay and Play Club?

Firstly, children are collected from their classroom by a member of staff and a register is taken.

We then have a drink and a healthy snack to welcome the children into Stay and Play Club.

We have planned educational, creative and learning activities for different days and endeavour to create a home from home environment, which includes: Art, craft, indoor and outdoor play, sports, Home Learning support etc.

The activities will be many and varied; some relaxing, some stimulating.

Home time arrangements must be clarified when your booking is made: staff **cannot** deliver children to their homes.

How do I book a place for my child?

All bookings should be made online. Bookings can only be made if the account is in credit (payment should be made before the sessions can be booked). Bookings can be made up to midnight the day before. Emergency bookings should be made by phone call to the school office.