



IVER VILLAGE INFANT SCHOOL AND IVER VILLAGE ACORN NURSERY

SUNRISE AND SUNSET CLUB POLICY AND PROCEDURE

Reviewed June 2022

Sunrise & Sunset Clubs are available to all children aged 3 or above in the school or nursery to give working parents and carers flexible wrap around care for their children.

The Sunrise & Sunset Clubs aim to provide the best care for children, effectively promoting and enhancing their development whilst assuring parents/ carers peace of mind that their child is in a secure & positive setting. Our services are:

Sunrise Club: 7.30am – 8.55am

Sunrise Club opens at 7.30am up to the start of school. Each session will be on a day by day basis to assist your family in the morning routine. Sunrise Club provides children with a good start to the day (including breakfast) in a caring, inspiring, informative and fun environment.

The charges are:

- £5 from 7.30am till the start of school day with breakfast

Sunset Club: 3.00pm to 5.30pm

Sunset Club provides sessions from 3pm to 5.30pm on a day by day basis. Sunset Club provides children with a caring, motivating, educational and enjoyable environment. A healthy snack is provided but parents are welcome to provide their own health snack. All snacks to be in original packaging and must not contain nuts.

The charges are:

- 3pm to 5.30pm £12

Sunset Activities 3.00pm – 4.00pm

The exciting Sunset Activities are held every day between 3pm & 4pm these can be booked as separate activities or children can choose to join them if they are in Sunset club.

Bookings Procedure

You can secure your child's place at Sunrise, Sunset Activities or Sunset Clubs through the school's website under the parent's section. Payment can be made by childcare vouchers and schools money. There are 8 spaces available for sunrise club and 16 for sunset club.

Fees Procedure

All fees must be paid via school money and **MUST** be paid in advance and we reserve the right to either exclude or refuse to take the child if fees are overdue.

Cancellations / Change of Days Procedure

All cancellations should be made either in person or by phone.

All cancellations must be paid for in full unless 1 working day notice is given.

This ensures that staff do not spend unnecessary time searching for the child, or making phone enquiries.

All booked sessions, if cancelled on the day, must still be paid for.

If parents wish to change a day from their regular booked session to a day when their child doesn't normally come, then this is subject to availability.

Arrival / Collection Procedure

Sunrise Club:

Children will be collected from the main entrance of the school from 7.30am. A register is taken on arrival. Children will be offered breakfast until 8.30am. Under no circumstances will breakfast be served after 8.30am.

Sunset Activities / Club:

A register is taken on arrival. Children will go home from the main entrance of the school. Children will not be released to anyone not nominated to collect the child.

Late Collection

If parents are late to collect their child, extra charges maybe be issued to cover staffing costs, as two members of staff will have to stay with the child. If parents continue to be late, their childcare place will be revoked.

If no one arrives to collect the child, we will ring the parents, then the emergency contact numbers. If we are unable to contact anyone to collect the child, Social Services will be contacted.

Collection of children must be by the time booked. A delay may result in a fine for each 15 minutes that a child is not collected.

Fines for late collection:

£15 for 15 minutes.

£30 for 15+ minutes.