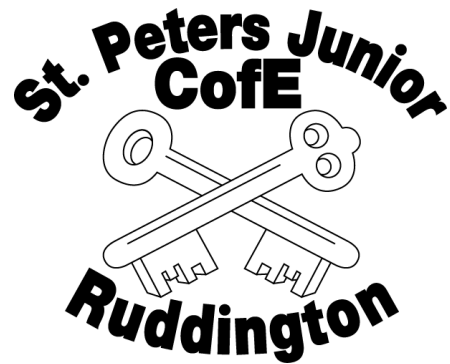




Casper's Breakfast and After School Club Policy

A Guide for Parents/Carers



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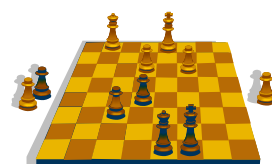
This guide is intended to provide parents and carers with information about Casper's Breakfast and After School Club provision.

What time are the Clubs and what will my child be doing?

Breakfast Club runs from 7.30am until 8.45am. Breakfast will be served until 8.20am. Please attend before 8.20am if breakfast is required. The children can choose from a selection of toast, fruit, yogurt and cereals to eat, and water or juice to drink.

After School Club runs from 3.30pm until **5.45pm**. The children will receive a savoury snack, a sweet snack and drink.

Please be prompt in collecting your child from After School Club – a penalty charge of £1 per minute will be applied to your account for late collection. If a child is collected late on more than three occasions, we reserve the right to cancel all future sessions.



At both clubs, we have a variety of fun indoor and outdoor games and activities.

How much do you charge?

Up-to-date charges may be found on the school website or you can contact the School Office.

Where is the Club held?

Both Breakfast and After School Club are held in the Dining Room in the May Earp's building. There are signs to guide you.

My child is new to the school...how will they know where to go for After School Club?

During Year 3 children will be reminded at the end of the school day if they are at After School Club. A member of staff from After School Club will be on hand to show them where they need to go. For Years 4,5 & 6, it is your responsibility to remind your child(ren) that they are at After School Club that day and they will make their own way to the club.

What is expected of the pupils whilst attending Casper's?

We expect all pupils to follow the St Peter's school rules. We reserve the right to ban any pupil from attending Casper's in the event of poor behaviour, this can be relating to behaviour exhibited in school and/or in Casper's.

How do I book sessions?

Regular Bookings:

If you require a regular place e.g. every Monday and Tuesday, please speak to the School Office who will confirm that there is a place available for your child and raise an invoice for you. Please note that:

- If your child does not attend for any reason e.g. illness, going to a friend's house after school, attending another club etc., you will still be charged.
- Sessions cannot be swapped for other days.
- The number of sessions in your set pattern can be reduced, or you can completely cancel your place at any time. If you would like to do this, please inform the School Office. Your sessions will then be cancelled on a permanent basis and the place offered to another child.
- If you would like to increase the number of sessions in your set pattern, please contact the office to check availability.
- You will then be asked to make your session bookings and pay for them on Arbor.

Shift Workers:

We try to accommodate shift workers, and providing you are able to give us a plan of the days you require at least 3 weeks in advance, we should be able to confirm your child's place in Casper's.

Making your bookings

Once your child's place has been confirmed, you will be able to book their sessions directly on Arbor in line with the agreed pattern. To do this, please follow the instructions below:

1. Log in to the Arbor Parent App.
2. Select the relevant school/account option for your child.



Prior to making Casper's bookings, you will need to add payment credit to your child's Arbor account (unless you have established with us that you will be using childcare vouchers). This can be done through the 'Accounts' section of your Arbor Parent App homepage.

3. Once credit has been added, go back to the homepage, scroll down to the 'Activities' section and select Child's Name: Clubs.

4. There will be a heading that states that your child can be registered for certain clubs. Select either Casper's After School Club or Casper's Breakfast Club.
5. On the next screen, select 'Register [Child's Name] for this club'.
6. On the next screen, under 'Choose Membership option', select the 'Tap to pick' drop down menu and then the desired membership for After School or Breakfast Club.
7. On the next screen, under the 'Select Membership Periods' heading, select 'Tap to pick'. This should take you to a list of dates.
8. Check the relevant dates for which you would like to book your child into the club and then press 'Apply'.

Additional Ad Hoc Bookings

If you require one-off sessions, please book them directly on Arbor. Should the request be at short notice (after 12pm **the day before** the booking is needed), please phone or email the School Office. We can then confirm if we have a space available and add your child to the register.

In all cases, payment is required **IN ADVANCE**, or we cannot guarantee a place for your child at the club.

You must always pre-book your sessions – please do not send your child to the club without contacting us first as we may not have a place for them.

Paying for the Club

Payment is required in advance of sessions being taken. We will send you an invoice to let you know how much to pay and by when.

We are registered with the majority of childcare voucher providers. Please indicate on the electronic registration form if you would like to pay using vouchers and we can check that we are registered with your provider and ensure that your Arbor account is set up to allow this.

Payments can also be made using Arbor, our online payment system.

How can I pay?

We will send you an invoice detailing how much you need to pay according to your confirmed set-pattern or shift plan and by when. Payment is required monthly, in advance, by the dates listed on the invoice.

If you book ad-hoc sessions you will need to keep track of the sessions yourself and pay accordingly, in advance.
We accept payment for Breakfast and After School Club by the following methods:

Arbor – this is our on-line payment system where you can pay using your credit or debit card. If you have not yet registered, please contact the office and we can help you with your log-in details.

Child Care Vouchers - We accept childcare vouchers from a number of childcare voucher schemes and the Government Tax Free Account scheme. You can register on-line with these providers and then contact the school office to let us know that you have registered. **Please ensure we are aware that you will be paying by Childcare Vouchers, so we can adjust your account settings.**

If paying by childcare vouchers, payment should be made at least a week before the due date to ensure that the funds reach our bank account on time.

What happens if I need to make a cancellation?

You will be required to pay for all sessions booked even if your child does not attend. This applies to sessions that are booked as part of a set pattern, as part of a shift plan or ad-hoc sessions.

You will not be charged for 'set pattern' sessions if your child attends a St Peter's residential visit to Hathersage (Year 5) or Whitby (Year 6). This will not affect your set pattern.

How are the children registered?

Breakfast Club: All children are registered when they enter the club.

After School Club: All children are registered at the start of the club and signed out of After School Club by a member of Casper's staff when you collect your child at the end of the session.

In the interests of safeguarding, we would appreciate knowing if your child will not be attending After School Club, this includes when you pick your child up from another activity at school e.g. athletics or multi sports etc. Please let us know by calling/emailing the office. Similarly, if another family member, or friend will be collecting from Casper's, please let the School Office know so that a note can be made on the register.

What happens if I am late to collect my child?

If you know you are going to be late you must contact the club on 07786990739. Please add this number to your phone's contacts list.

Parents arriving to collect their child/ren after 5.45pm will incur a late collection charge of £1.00 per minute and asked to sign a late collection agreement. Parents must agree to pay this charge before their child continues to attend further Casper's sessions. The charge will be applied to the parent's Arbor account.

If a child is collected late on more than three occasions, we reserve the right to cancel all future sessions.

What happens if my account goes into arrears?

If your account goes into arrears, we will send you a reminder to pay. You will be required to pay the arrears within two days of receiving the message.

If arrears are not paid following receiving the reminder, we will advise that your child will not be accepted at the Club until all arrears are paid and credit added. We reserve the right to cancel all future sessions.

If you continue to ignore requests to pay for the arrears, the school may take recovery action via a third party.

It is the responsibility of the parent to ensure that the school office has up-to-date mobile telephone numbers and addresses to allow us to communicate effectively with you.

We reserve the right to refuse entry to any child whose parents have not paid in advance for a session or if their account is in arrears,

I have other questions...?

Please contact the school office on 0115 974 3303 or admin.office@stpetersjunior.org.uk if you have any questions regarding this policy.

Contact Details:

For bookings and payment queries, please contact:

During school hours: For same day/urgent booking requests, please call the School Office on 0115 974 3303.

For other ad hoc or regular booking requests, please email admin.office@stpetersjunior.org.uk and we will confirm when the booking has been made.

During club hours: Please call 07786 990739 to speak directly to one of the team in Casper's Breakfast and After School Club. Please add this number to your phone's contact list.

More information can be found on the school website:
www.stpetersjunior.org.uk/caspers-wraparound-care/