



St Mary's Primary School

THE ARK After School Club – Charging Policy

- Sessions will run on Mon-Fri from 3.15pm for Infants & 3.30pm for Juniors until 5.59pm
- The cost of each session is a flat rate of £14
- Parents/carers can collect children from The Ark at any time **before** 6pm but will be charged for a full session
- **Late collections (after 6.00pm) will incur an additional full session charge to cover the staff overtime costs**
- Parents who are **late** collecting, must phone the Ark extension before 6pm so that staff are aware they will be late.
- Parents who have failed to log the time of collection when sign to say they have collected their child may be charged a late collection fee
- In exceptional circumstances (eg **ONE-OFF** unavoidable delays that parents have informed us about) the school may decide to waive the late collection fee
- Payment and booking of places will be the parents/carers responsibility
- Payments and bookings should be made online using the Scopay system
- Bookings can only be selected by parents once payment has been made
- Places can be booked or cancelled by parents up until the cut off time (2 days before the Ark session)
- Parents are asked to avoid booking places that are not needed and then cancelled at a late stage. This can lead to other parents not being able to book places for dates that are later not fully booked.
- School office staff are able to book or cancel places after the cut off time so if late changes/ emergency places are required, parents should contact the school office. Additional places will only normally be booked if there is sufficient credit on the account.
- The school reserves the right to charge for sessions booked but not attended or for last minute cancellations (after the two day cut off). Non-attendance can mean that staff are searching for a child that has been collected by a parent/ alternative carer. Parents are asked to inform the office if a child will not be attending a session that is booked (eg a last minute play date).
- Sickness absence will not incur a charge. When informing the office that a child will be absent from school, parents are asked let the office know that the child would have been due to attend the Ark that day so that they can be marked absent on the Ark booking list.

Emergency Contact Information

- **If you need to contact the Ark Staff whilst the club is in session and the school offices have closed, the Ark extension is 222 or you can press Option 5 on the main phone menu.**