



King's Group
Academies

Leapfrog Kids Club Finance Policy

Introduction

Leapfrog Kids Club at King's Academy Northern Parade School provides good quality breakfast and after school childcare for the children of King's Academy Northern Parade.

Income is required to employ qualified staff, continue staff development, provide a healthy and secure environment and offer a selection of resources suitable for children's play needs.

Leapfrog Kids Club is registered with Ofsted and provides spaces for 60 children for Breakfast Club and 60 spaces for children after school. As a minimum the staff to child ratio is 1 adult to 8 children.

Our aim is to charge fees at a rate to cover the cost of all the above, thereby maintaining the financial viability of the club and sustain the club's vision.

Fees

Breakfast club	7.30am to Start of School	£4.00 (Includes a light breakfast)
After school club	End of School to 17.45	£7.50 (Includes a light snack)

Booking and registering

As part of the terms and conditions of using the club, fees are paid one month in advance. Registration is essential and a registration form must be completed before a child attends. This can be requested from the school office. Booking is via 'Teacher to Parents' online. Children must have their sessions booked to be able to attend.

Payment is accepted via Teacher to Parents online, Government Childcare account, Naval or Childcare Voucher provider.

Late Collection

Late collection of any child of more than 15 minutes after the club closing time of 17.45, will be charged at a rate of £1.00 per minute to cover additional operational charges.

Late Booking

Booking outside of the scheduled online booking times will incur a charge of £5.00 per session.

Non attendance

Parents / carers must inform the School office at their earliest convenience if a child will not be attending a booked session for any reason. The notification must be from a responsible adult and not from the child. Payment is still required for all pre-booked sessions and refunds will only be made in exceptional circumstances.

Sessions will not be charged where an Inset Day or 'Snow Day' occurs.

Behaviour

All children are expected to follow our behaviour code which is based on respect, kindness and co-operation. In extreme circumstances parents/carers may be requested to withdraw a child from the club for unacceptable behaviour.

Terms & Conditions

Fee payers agree to:

- Pay one month's fees in advance.
- Inform Leapfrog of any change to contact details/ names immediately.
- Pay for all booked sessions. No amendments will be made for sickness/ holidays etc.
- Inform the School office of any non-attendance.

King's Academy Northern Parade agree to:

- Give one month's notice of any increase to fees.
- Provide the schedule of the online booking timetable.

Dated: July 2023

Date for review: July 2025

Chair of Governor's Signature: HR Whitaker

Date 19 July 2023