



Leapfrog Kids Club – Parent Information & Policy

Welcome!

Leapfrog Kids Club at King's Academy Northern Parade is here to provide fun, safe, and reliable childcare before and after school for our pupils.

Our club offers a welcoming environment where children can enjoy play, social time, and light refreshments in a secure, supportive space.

We run two sessions:

- **Breakfast Club:** from 7:30am to the start of school (£4.00, includes a light breakfast)
- **After School Club:** from the end of school to 6:00pm (£7.50, includes a light snack)

Who We Are

Leapfrog is fully registered with Ofsted and run by qualified, caring staff who know and understand our school community. We provide up to 60 places per session, and we follow a minimum ratio of 1 adult for every 8 children to ensure children are well supervised and supported.

The income from club fees allows us to:

- Employ trained staff
- Maintain a safe, healthy environment
- Offer high-quality toys, games, and activities
- Support ongoing staff development

Our Aim

We aim to keep our fees affordable while ensuring the club remains financially sustainable and continues to meet the needs of families and children.

How to Book a Place

To attend Leapfrog Club, your child must be registered. You can request a registration form from the school

office. Once registered, you can book sessions online via 'Teacher to Parents'.

Please note:

- Sessions must be booked in advance
- Fees are to be paid one month ahead
- We accept payments via:
 - Teacher to Parents online
 - Government Childcare Accounts
 - MOD or Childcare Voucher Providers

Late Collection

We kindly ask that all children are collected by **6:00pm**. If a child is picked up **more than 15 minutes late**, a charge of **£1.00 per minute** will apply to help cover the extra staffing costs

Late Bookings

If you book outside of the scheduled online booking window, a **£5.00 late booking fee per session** will be charged.

Non-Attendance & Cancellations

If your child isn't attending a booked session (due to illness or other reasons), please **let the school office know as soon as possible**. This message must come from an adult, not the child.

Please note:

- **Pre-booked sessions are non-refundable**
- Refunds are only issued in **exceptional circumstances**
- You will not be charged for sessions cancelled due to **Inset Days or school closures (e.g. snow days)**

Behaviour at Leapfrog

We follow the same **Relationships and Behaviour Policy** as the rest of the school. This means all children are expected to be respectful, kind, and cooperative.

In the rare case of ongoing or serious behaviour concerns, we may need to discuss whether Leapfrog Club is the right setting for your child at that time. Our priority is to ensure a safe, positive experience for everyone.

Terms & Conditions

Parents/Carers agree to:

- Pay fees **one month in advance**
- Keep contact and collection details up to date
- Pay for all sessions booked (no refunds for sickness or holidays)

- Inform the office of any non-attendance

We agree to:

- Give **at least one month's notice** of any fee changes
- Share booking windows and updates well in advance

Policy Date: October 2025

Review Date: October 2026

Approved by: Local Governing Body