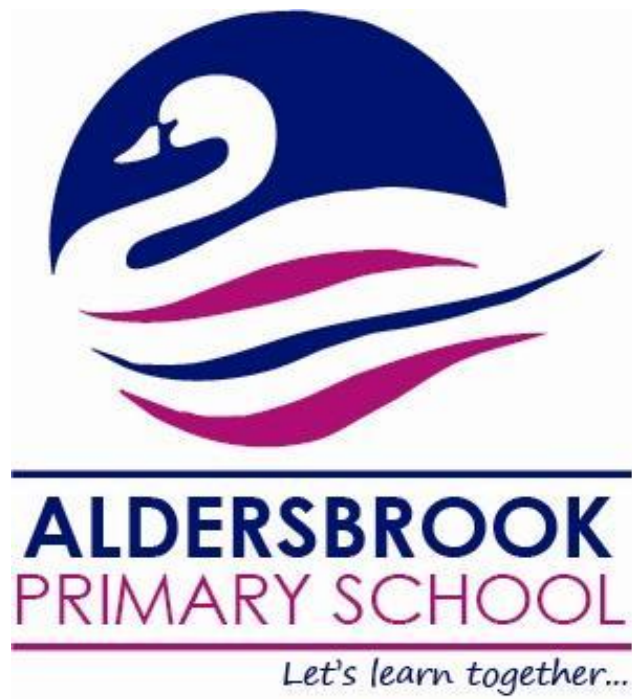


# CICI Club – Extended School Policy



Updated: October 2025

## **Purpose of the policy**

- To describe how the school delivers an after school provision which is affordable, sustainable and of quality.

## **Aims**

Through our CICI Club we intend to:

- Extend opportunities for children to be Curious, Independent, Confident and Involved.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Provide opportunities for fun, enjoyment and learning through a range of activities in a safe environment.

## **Hours**

- CICI Club runs during term time Mon-Fri, Breakfast club from 7:30am until 8:30am and after school club starting at the end of the school day and closing at 6pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first served basis and are released termly.
- Children can be collected at 4.30pm or between 5.30pm and 6pm from after school club.
- The club is open to all children from Nursery to Year 6.
- EYFS & KS1 children will be escorted to the classes from breakfast club and to the club at the end of the school day.
- KS2 children will make their own way from Breakfast club and to the after school club at the end of the school day, unless there is a need for an adult to accompany them.

## **Admission, booking procedures and payment of fees**

- Booking, via Arbor, must be completed prior to a child starting at the club.
- **Booking is only confirmed once payment has been made.**
- Any bookings that are reserved by adding them to the basket are not confirmed until they are paid for. This means that other parents can still pay for the session in your basket and confirm it.
- Booking information with dates for the following term will be sent out to parents before the end of the previous term.
- Check the dates that are being booked, including the **correct year** before making a booking.
- Sessions booked for CICI club implies consent for your child to attend.
- **Please only book for dates that you require.** Please ensure you have noted these before booking rather than booking blocks of sessions and seeking refunds at a later date- this stops other families from booking these sessions.

- One-off slots can be booked, if space is available, payment must be made at the time of booking.
- Payment must be paid through Arbor (or any Tax Free childcare scheme)
- Some concessions may be available. A meeting can be arranged to discuss this. Families eligible for **Pupil Premium** will be able to access the provision at half price. Please see SLT if you need support to apply for Pupil Premium.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- If a session has not been booked and paid for in advance the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.
- Emergency contacts and medical information will be accessed via Arbor details.
- 'Swapping session': the school is responsible for allocating all CICI Club places- no swapping of places between families is allowed.
- If CICI club sessions have been booked and you would like your child to attend an additional after school club, you will need to pay for the additional club too. Staff will then ensure your child goes to CICI Club for the remainder of the afternoon.

### **Refunds/Cancellations**

Refunds will not be processed unless there are exceptional circumstances.

**Please be sure of the exact dates you need before booking.**

- Absence:
  - If your child does not attend a session once booked the full amount will still be charged.
  - There will be no charge if the child misses a session due to an Aldersbrook educational or residential trip.
  - There will be no refunds in the event of absence for sickness or holiday or if your child has been collected at the end of the school day.
- If circumstances change, sessions booked can be cancelled **once per term**, for a full refund given **10 working days' notice**. If this exceeds more than **three occasions** in a year, the refund request will not be processed.
- No refunds or amendments can be made for bookings paid for by tax free childcare.
- Weekly bookings can only be cancelled and refunded in full - individual days of sessions booked by the week can not be amended or refunded.

### **Venue**

- CICI Club is based in its own dedicated area, which has access to both the KS2 hall, school KS2 playground. Different activities may be carried out in other locations within the school premises.

- Should CICI Club need to be based in a different location, signs will be displayed informing parents/carers of where to collect their children.

### **Register and Collecting**

- A register of children who attend CICI Club is taken at the start of each session. This register is filed on Arbor.
- Parents will collect their child(ren) from the side Ingatestone Road gate. A member of staff will escort the children to the gate.
- If a parent is unable to collect their child as arranged, they must call 0208 989 0210 as soon as they are aware (before 6pm)
- If someone else will be collecting a child, the CICI Club or office staff must be informed by telephone or in person before 2pm.

### **Late collection**

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 10 minutes, the co-headteachers will be informed.
- If a child is picked up late from CICI club they will be charged £10 for the first 15 minutes (or part of) and £1 for each subsequent minute thereafter. An invoice will be sent to the parent by the finance department.

### **Snacks**

- There will be time for children to eat a healthy snack. It is the parent's responsibility to keep allergies or intolerances up to date on Arbor by informing the school office.
- Fresh drinking water is available to the children at all times.

### **Activities/ Provision**

- A range of activities are planned each session for the children in CICI Club, which include sports, arts and crafts, cooking, creative drawing, reading and construction.
- The age of the children are considered when planning activities to ensure they are appropriate.

### **Behaviour**

- Children and staff are expected to follow the School's Behaviour Policy whilst attending CICI Club.
- In extreme or repeated cases a child could be excluded for a fixed term or permanently.

## **Health & Safety**

- Staff must follow the Aldersbrook Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- In case of emergency a member of the Senior Leadership Team will be informed immediately.
- In case of an evacuation all children will be taken outside to the KS1 playground or to the safest place on site.

## **First Aid/Medical**

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded on Arbor. The accident will be reported to the parent/ carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

## **Staffing**

- All staff will adhere to the Aldersbrook Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children (1:15) where possible.
- All CICI Club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Aldersbrook Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings, payments and during the session: **0208 989 0210**.