

CASPERS policy

Crockenhill Primary School



Approved by:	Governing Body	Date:
Last reviewed on:	December 2025	
Next review due by:	December 2026	

CASPERS is run by Crockenhill Primary School and exists to provide high quality out-of-school hours childcare for our school community. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7:35am to 8:40am and from 3:20pm until 6:00pm during term time. The current costs for each session can be obtained from the School Office or CASPERS staff. A copy of this policy is provided to all parents / carers of children attending CASPERS and is also available on the school website.

Admissions

- Only children attending Crockenhill Primary School are eligible to attend CASPERS
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the breakfast and after school club
- All parents will receive a paper copy of this policy and this policy is available to view via our school website
- All CASPERS staff are made aware of the details of new starters
- Children's attendance is recorded in a register

Drop off and Collection Procedures

Breakfast Club

- Parents / carers to ring the bell at the school office door where they will be met by a member of CASPERS staff who will then take the children into the school hall.
- At 8:40am, children will be sent to their classrooms ready for the start of the school day.

After School Club

- At the end of the school day, CASPERS staff will collect EYFS and KS1 pupils from their classrooms and escort them to the mobiles. Pupils in KS2 will be sent to the mobiles at 3:25pm
- A register will be taken and if any children who are booked into the session are not present, a member of CASPERS staff will liaise with the school office team

Collection from After School Club

- Children can be collected from 4:30pm.
- Parents / carers access the mobiles by entering the school premises through the side gate and walking around to the playground and across to the mobiles
- Children must be collected by a named collector and parents / carers must inform CASPERS staff if there is any change in collection arrangements

Daily Routines

Breakfast Club

- On arrival, the children are invited into the hall to order their breakfast, take part in a range of activities and then eat their breakfast

- Time to play outside is offered, dependent on weather conditions
- Children are encouraged to work together to tidy up the equipment and get themselves ready for the school day by 8:40am

After School Club

- At 3:25pm, the children are registered in the mobiles.
- There are a range of activities available for the children to do
- A healthy supper is served to the children at approximately 4pm
- Outside play is offered up until 4:30pm, weather dependent
- After the side gate is opened at 4:30pm, the children are brought inside from the playground
- There are some themed activities planned through the year
- Children are to be collected by 6pm

Behaviour

Whilst at breakfast and after school club, the children are expected to:

- Follow the school's Golden Rules
- Respect each other, the staff and the equipment and space that they are in
- Participate in a range of activities
- Ask for help if needed

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising and rewarding positive behaviour
- Dojos awarded for positive behaviour
- Communication with parents

Inappropriate behaviour

- The school's behaviour policy will be followed to ensure a consistent approach
- Staff will communicate with parents / carers

If, after consultation with parents / carers and implementation of the behaviour policy, a child continues to display inappropriate behaviours that are having a negative impact on other children and staff, they may be excluded from breakfast and after school club. The reasons and processes involved would be clearly explained to the parent / carer and the child.

First Aid

- All accidents will be recorded in an accident book and reported to parents / carers upon collection
- Accident records will give details of time, date, location, child, nature of incident, injury, action taken and name of first aider
- All incidents will be dealt with by a qualified first aider

Parents of any child who becomes unwell during their time at breakfast or after school club will be contacted immediately. If a child is sent home unwell during school hours, CASPERS staff will be informed of their absence.

Missing or Uncollected Children

Missing Children

If your child is due to attend CASPERS from KS2 and does not attend the following procedure will take place:

- . The office will be contacted to see if the child was in school on this day
- . The parent will be called to establish whether other pick up arrangements have been made for normal time – therefore not requiring CASPERS on that day
- . SLT will be informed

A nominated member of CASPERS staff will search the inside of the building and outside area.

If the child remains missing following a thorough search the police will be called to help find the whereabouts of the child.

Uncollected Children

If a child has not been collected by 6:00pm and there has been no contact to inform CASPERS staff that they are running late, parents / carers will be contacted in the first instance by telephone. Any additional contacts that parents / carers have provided will be telephoned in the second instance. SLT will be contacted. If any of the contacts are unavailable, after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6:00pm onwards at a charge of £10 for the first 10 minutes late and then from 6.10pm £20 per 10 minutes per child until collection.

Booking & Payment

Booking

A new booking form will be sent out to parents towards the end of term to enable them to book for the following term. Bookings are made per half term. Booking forms should be returned by email to caspers@crockenhill.kent.sch.uk ASAP to secure the bookings.

Before bookings can be confirmed, a booking form must be completed for a child, even if you only intend to use the club occasionally. All bookings need to be made, in advance, at the end of the previous term to ensure the correct staffing ratio. You must inform us, in writing, if anyone else, other than those listed on the booking form will be collecting your child.

Breakfast Club

Breakfast Club operates an on the day walk in system as well as a booking system. The price for walk in breakfast club spaces is slightly higher than that of pre-booked.

After School

After School Club, on the day bookings are considered, with minimum 24hrs advance notice if possible, providing there are spaces available. A CASPERS Manager should be contacted by phone/text to check if there are any spaces available on the day as numbers are limited.

Payment

All booked sessions need to be paid in advance using online School Gateway in one payment or by two instalments. Payments may also be made by Child Care Vouchers. Dates for payments are listed on the form and if not made by the date shown, the booking will not be secured and will be given to the next child on the waiting list.

Prices

The current charge is £4.63 per morning session and £10.42 per afternoon session. On the day bookings are being taken for Breakfast Club at the rate of £5.79 and for After School Club £13.91. Please note that these are the current charges – they increase by 5% under the direction of KCC on the 1st of September each year.

Credit note information

Parents must give at least 48 hours' notice of cancelling a session and requesting a credit note for BC/ASC by sending an email to caspers@crockenhill.kent.sch.uk; CASPERS will acknowledge, by return email, the session cancellation and request for a credit note

- . Credit notes must be redeemed against the next available, unpaid session. This will be arranged by the Breakfast/After School Club Manager.
- . Parents will be notified by Breakfast/After School manager which session the credit note is being redeemed against.
- . On the day, sickness does NOT entitle a parent to a credit note.
- . Credit can only be used within the term the credit note was issued i.e. autumn, spring or summer.
- . Credit notes cannot be redeemed against an on the day booking.
- . Credit notes can only be redeemed for the type of session they were originally paid for i.e. Breakfast Club for Breakfast Club and After School Club for an After School Club session.