



# Acorns to Oaks (A2O)

## CHARGING POLICY

Version Control	
Acorns to Oaks Charging Policy	New procedure implemented November 2021
Amendments	Amendments made to charging/cancellations September 2022

<b>Date of next review:</b>	September 2023	<b>Owner:</b>	SBM & Associate Principal
<b>Type of policy:</b>	Internal	<b>Approving Body:</b>	Board

Acorns to Oaks is Oak Hill Academy's Wraparound Care service which provides before, afterschool and inset day care for children attending both Feltham Hill Infant School and Oak Hill Academy.

Charges for this service are based on staffing, Premier Sport Coaches, food, resources and utility costs. Our costs are in line with local providers and are competitive in comparison.

### **Breakfast Club**

Breakfast Club operates from 7.15 to 8.50am. In order to operate Breakfast Club, four staff members are needed.

All children are provided with a variety of breakfasts of their choice, squash and snacks. Children who require food must be at the club before 8.15am.

Activities and sports are available every morning.

At 8.35am Oak Hill Academy children are escorted to the main building so that they can begin their school day.

At 8.50am Feltham Hill Infant children are escorted across the field by two staff members to their classrooms.

Charging per session for Breakfast Club is as follows:

<b>Drop off Times</b>	<b>Included in the cost</b>	<b>Cost</b>
7am to 8:30 / 8:50am	Food + school drop-off included	£7.00
7:15am to 8:30 / 8:50am	Food + school drop-off included	£5.00
8am to 8:30 / 8:50am	Food + school drop-off included	£5.00
8am to 8:30 / 8:50am	School drop-off only	£5.00
8:15am to 8:30 / 8:50am	School drop-off only	£2.50
8.30am to 8:50am	FHI – school drop-off only	£2.00

### **After School Club**

After School Club operates from 3:15pm to 6pm. In order to operate After School Care six staff members are required across the evening.

All children are provided with a hot meal, squash and snacks. Dinner is served from 4:30pm.

Children are provided with a variety of activities and sports each evening.

Oak Hill Academy children walk to the dining hall each day at 3:15pm.

Feltham Hill Infant children are collected at the end of their school day from their classrooms at FHI and walked across the field to the dining hall by two A2O staff members.

After school club operates until 6pm each evening however, children can be collected at any point throughout the evening.

Charging per session for After School Club is as follows:

<b>Duration at A2O</b>	<b>Included in the cost</b>	<b>Cost</b>
3:15pm up to 4pm	Activities only (OHA)	£3.00
3:30pm up to 4pm	Activities + collection from FHI	£3.00
3:15 / 3:30pm up to 4:30pm	Activities + collection from FHI	£5.00
3:15 / 3:30pm up to 5pm	Activities, collection from FHI + food	£10.00
3:15 / 3:30pm up to 5:30pm	Activities, collection from FHI + food	£10.00
3:15 / 3:30pm up to 6pm	Activities, collection from FHI + food	£10.00

### **Late Collection Fees**

If children are not collected by 6pm parents will be issued with a late collection fee. The fees are as follows:

6pm to 6:15pm	£10.00
6:15pm to 6:30pm	£15.00
6:30pm to 6:45pm	£20.00
After 6:45pm	£30.00

Late charges have to be made as A2O staff need to be paid overtime to stay at the school and manage any late collections of children.

**Three late collections will result in the loss of your child's place at Acorns to Oaks.**

### **Late Collection of Oak Hill Academy Children not attending Acorns to Oaks**

Children who are not collected from school by 3:30pm will be placed in Acorns to Oaks to ensure they are in a place of safety. The class teacher will make contact with the parents and inform them of where their child can be collected from.

Children who are not collected on time must be recorded in the allocated folder.

Parents will be issued with a late collection fee for any child/children who are not collected by 4pm. This will be charged at a rate of £2 per 15 minutes that they are late for example if a parent is 30mins late there will be a charge of £4.00.

In the event of exceptional circumstances, the late collection fee will be waived at the discretion of the School Business Manager or Associate Principal.

## **Cancellations**

If your child does not attend Acorns to Oaks but you have booked a place, you will still be required to pay for that session.

We appreciate that there will be exceptional circumstances where your child does not attend and we will, where possible, refund these sessions dependant on the reasons. This is at the discretion of the West London Primary Business Manager.

If you book in advance and give plenty of notice that your child is not attending we will cancel the session and apply a credit to your account.