



# Courthill Infant School

Courthill Road, Parkstone, Poole BH14 9HL

☎ 01202 747381

e-mail: [office@courthill.coastalpartnership.co.uk](mailto:office@courthill.coastalpartnership.co.uk)

website: [www.courthillinfantschool.co.uk](http://www.courthillinfantschool.co.uk)

Headteacher: Mrs Alison Carter

## **Breakfast and After School Club – The Lighthouse Club** **Terms and Conditions 2025-2026**

### **General Information**

- The club is open to all children from all year groups and there are 30 available spaces in breakfast club each day and 40 available spaces in after school club each day.
- Breakfast Club runs during term time Mon-Fri, 7.45am until 8.45am and costs £6, which includes breakfast.
- Children attending breakfast Club will be taken to their classroom at 8.45am and will then be supervised by the class teacher.
- After School Club runs during term time Mon-Fri, starting at the end of the school day at 3.05pm and finishing at 4pm (costing £6) or 6pm (£14.65 which includes a light supper).
- Children attending after school club will be collected from their classrooms at 3.05pm and will be taken to the club venue.
- After School Club **CLOSES** at 6pm. There is no facility for an extension to this time.
- The school will notify parents via email when bookings will go live for autumn, spring and summer terms.
- Bookings for The Lighthouse Club are made via ARBOR, our online parent payment system.
- Bookings are made on a first-come, first-served basis.
- ARBOR will not allow you to book a session if none are available. Please contact the school office in this instance to check availability.
- Bookings do not 'roll over' from term to term.

### **Booking Procedures and Payments via Debit or Credit Card**

- To access online bookings for The Lighthouse Club, you must complete and return a lighthouse club registration form to the school office and have an active ARBOR account (The registration form is available via the school office and school website).
- When you join Year Foundation at Courthill, we provide you with the access information via email that contains the necessary details to enable you to set up an ARBOR account.
- On receipt of the registration form, the school office will add your child's details to the booking module on ARBOR, which will allow you to book the sessions you require.
- **PLEASE REMEMBER THAT YEAR FOUNDATION PUPILS WILL NOT BE ABLE TO ATTEND THE LIGHTHOUSE CLUB UNTIL THEY ATTEND SCHOOL ON A FULL TIME BASIS IN SEPTEMBER (From Tuesday 16th September 2025).**
- We strongly advise you to read the booking information in the attached link before you make any bookings: <https://support.arbor-education.com/hc/en-us/articles/360008179494-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Arbor-App>
- You will need to plan the sessions you wish to book and calculate the cost. These need to be calculated separately for each club.
- Log into your ARBOR account. We would advise you to do this on a computer and not a mobile phone.

- In the accounts section, select the club you wish to top up by clicking on it. When booking sessions at The Lighthouse Club, payment is required **BEFORE** the place is confirmed except in the case of Childcare vouchers or the Government Tax Free Childcare Scheme.
- Click on the 'Top up account' button
- Add the payment amount you wish to make and any relevant notes in the narrative box, e.g. credit for breakfast club summer term. Then click 'Pay now'
- Fill in your payment card details and then pay.
- **YOU WILL NEED TO TOP UP EACH ACCOUNT SEPERATELY (i.e. Breakfast club and After school club)**

#### Payments via Childcare Vouchers or the Government Tax Free Childcare Scheme

- Payment can also be made using childcare vouchers and via the Government Tax Free Childcare Scheme. Please make the school office aware via your registration form that you will be paying via one of these methods if applicable so this can be reflected on your ARBOR account. (eligibility criteria apply to use these methods)
- Courthill Infant School needs to be registered with your childcare voucher provider in order for you to be able make payments to us.
- Please note that you do not need to top up your breakfast club or after school club payment account if you pay via Childcare Vouchers or the Government Tax Free Childcare Scheme as your payment is administered by the school directly once it clears in our bank account but you still need to book the sessions you require.
- **YOU MUST CLEAR YOUR ACCOUNT BALANCE EVERY TERM IN ORDER TO BE ABLE TO MAKE BOOKINGS FOR THE NEXT TERM.**

#### Payment Terms, Cancellations and Refunds

- All debit balances must be cleared by the end of each term.
- If you are using childcare vouchers or the government tax-free childcare scheme to pay for your lighthouse club sessions, it is your responsibility to ensure your payments are sufficient to clear your balance by the end of the relevant term.
- You will not be charged for sessions that fall on inset days, bank holidays or during school holidays. If the school makes the decision to close for any reason (e.g. adverse weather, a problem with heating or water services) you will not be charged for sessions that fall on those days.
- We plan our staffing and resources in advance of sessions taking place. For this reason, no refunds will be provided in the 48 hours prior to a session taking place if a cancellation is made.
- At the time of writing (June 2025), parents and carers cannot change or cancel any bookings they have made in ARBOR. These requirements can only be administered by the school office at present. As noted above, sessions will not be refunded if cancelled in the 48 hours prior to booking taking place.
- If a parent/carers is experiencing difficulty with payment of their fees, please contact the school as soon as possible.

#### Venue

- Both clubs will operate in the school hall, which is situated inside the main school building. This allows for all three year groups with plenty of space.

#### Arrival and Collection

- A register of children attending the clubs will be taken at the start of each session.
- The breakfast club starts at 7.45am each day. Please do not arrive before this time and do not leave your children unattended. Staff do not have responsibility for your child until 7.45am. Please come to the main office and press the doorbell marked Lighthouse Club and a member of staff will sign-in your child and take them to the hall.
- For after school club, if you have booked the 3.05- 4pm session, your child will be brought to the main office at 4pm for collection and a member of staff will release them to you.

- Children can be collected at any time during the hours of 4-6pm but no payments will be refunded under these circumstances.
- After school club closes at 6pm.
- If you are going to be unavoidably late, or are unable to collect your child as arranged, it is important that you contact us via the school office as soon as possible, so that arrangements can be put in place. If the school office has closed, please use the following mobile telephone number to contact the Lighthouse club team: 07354 408 492.
- If a child has not been collected by the end of the session (either 4pm or 6pm), the relevant parents/carers will be contacted in the first instance by telephone. The additional contacts that we hold in Arbor will then be telephoned in the second instance. If these contacts are unavailable and after approximately 60 minutes, the relevant child protection services will be contacted.
- We reserve the right to impose a late collection fee in order to cover the additional costs of staff time for having to stay after their contracted hours. Persistent late collection will result in your space being cancelled. £5 will be charged for every 15 minutes beyond the collection time. This will commence from the second time late collection occurs.
- If someone else will be collecting your child, we must be informed prior to the session taking place or via the Lighthouse club mobile telephone number.

#### Activities / Provision & Aims

- A range of activities are planned for each session for the children in breakfast club and after school club. We will try and have a balance of active play as well as calm time as we are aware that children have had a busy day at school and therefore need a careful balance of activities.
- We will make use the outside area wherever possible.
- The age of the children attending the clubs are taken into consideration when planning activities to ensure they are appropriate.
- Our club's aim is to provide opportunities for fun, enjoyment and learning through a range of activities.
- Our clubs encourage children to develop friendships between age groups and work together cooperatively.

#### Food/Light Supper

- For children staying until 6pm, we will provide a light supper at around 4.30pm (e.g. beans on toast, soup, various filled wraps/sandwiches and fruit).
- Fresh drinking water is available to the children at all times.

#### Behaviour

- Children and staff are expected to follow the school's values and policies whilst attending the clubs. (All school policies are available on the school's website).
- The school's behaviour policy must be followed and parents will be informed of unacceptable behaviour which may result in your space being cancelled.

#### Health & Safety

- Staff must follow the school policies regarding Health & Safety, E-Safety, Safeguarding and Child Protection, and any other related policies to ensure the safety of all children at all time.
- In the event of a fire, the school's fire evacuation policy will be followed.

#### First Aid

- There will be a qualified first aider on site during sessions.
- The school's first aid policy will be followed by staff at all times. (All school policies are available on the school's website).
- If your child has medication in school (i.e. inhalers, EpiPen etc.), please arrange for the After-School Club to have one for their medical box for emergency use.
- All accidents will be recorded in the accident book. The accident will be reported to the parent/carers when collecting their child.

- In the event of a medical emergency that requires hospitalisation, we will follow the school policy regarding Administering First Aid, which is available on the school's website.
- Parents/carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff will be made aware of the children who have Individual Health Care Plans and what they contain.

#### Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies at all times.
- We will adhere to Ofsted guidelines regarding staffing ratios.
- Staffing arrangements are considered to meet the needs of all children who attend the clubs.

#### Complaints

- The clubs will adhere to the school's complaints policy which is available on the school website under the policies section.

#### Contact details for parents

- If you need to contact The Lighthouse Club while your child is in attendance, please call the Lighthouse Club mobile telephone number 07354 408 492 and wait to speak to a member of staff. Please do not leave messages. This telephone number is purely for calls that relate to breakfast club and after school club and it should only be used before 8.15am and after 4pm if you have an urgent message which relates to your child.

**General queries regarding The Lighthouse Club should be directed to the school office in the first instance. The school office is open between 8.15am and 4pm.**

**\*\* Please make the school office aware if you are an employee of Coastal Learning Partnership \*\***