



Kids Club HQ

# HOW TO RUN A SUCCESSFUL BEFORE OR AFTER SCHOOL CLUB

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# WHY RUN A BEFORE OR AFTER-SCHOOL CLUB?

In today's fast-paced society, schools are no longer just about traditional teaching; they've evolved into hubs of holistic education and development. While parents juggle tight work schedules and children are immersed in school activities. An added focus on fostering physical wellness, emotional well-being and advancing healthy lifestyle choices is paramount for child development. Starting a before or after-school club helps champion the idea of enriching learning experiences beyond the four walls of a classroom.

Many schools now offer all sorts of [activities](#) for their pupils either before lessons begin, during lunch breaks or at the end of the school day, often in response to the needs of parents whose working hours are longer than the school day.

There are many benefits of running before and after school clubs, here are some of them:

- **Financial Boost:** Schools can tap into an additional revenue stream by offering these programs. It's not just about profit, but about providing a valuable service for which parents are willing to pay.
- **Nutritional Excellence:** Proper nutrition is pivotal for cognitive development and general well-being. By serving healthy meals during these extended hours, we not only ensure pupils get their daily dose of nutrients but also foster a lifelong appreciation for wholesome foods. It's not just about filling bellies; it's about educating palates and nourishing minds.

# WHY RUN A BEFORE OR AFTER-SCHOOL CLUB?

- **Social Interactions:** Clubs provide an organic space for pupils of different age groups and classes to converge. This setting often nudges even the most introverted students to initiate conversations, forge new friendships, and step out of their comfort zones. Such interactions [bolster their social skills](#), making them more adaptable and confident in varied social scenarios.
- **Promotion of Punctuality:** The allure of a delicious breakfast or an engaging club activity can serve as motivation for students to arrive at school punctually. Consistent attendance at these clubs instills discipline and the value of time management, skills that will serve them well beyond school gates.
- **Strengthening Student-Staff Bonds:** When school staff manage these clubs, it paves the way for deeper connections outside the formal classroom setting. Such environments allow staff to perceive challenges students might be facing, be it academically or personally. This stronger bond ensures that students feel seen and heard, knowing they have allies in their educators.
- **Practices Kindness and Tolerance:** When children of all backgrounds attend after-school clubs, this creates a space that encourages inclusivity and kindness towards all students. It allows students to engage and understand different cultures and backgrounds fostering a better sense of community.

*The success of before and after-school clubs is in their adaptability and flexibility.*

## *Why run a before or after-school club?*

### **Where should this club be?**

From school premises to community centers, these clubs are not bound by location. They can be a communal extension of multiple schools or cater exclusively to one institution.

### **Who runs the show?**

The great part about these programs is that leadership can come from [various sources](#). School personnel, caterers, external staff, or even passionate parent volunteers can helm these clubs. The beauty lies in collective participation. And let's not forget our young leaders! Older secondary students can also take the reins, helping devise and manage activities, fostering a sense of responsibility and leadership from a young age.

### **A Home Away From Home**

The physical space of these clubs should exude warmth, safety, and encouragement. It's not merely about four walls and a roof; it's about creating an environment where every child feels welcomed, valued, and inspired to grow.

Establishing a before or after-school club might seem daunting, but with the right blueprint, it can be a seamless endeavor. You don't have to reinvent the wheel. With the insights and tools provided in this guide, you're equipped to sail smoothly and build a club that not only meets expectations but exceeds them.



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# CRAFTING THE PERFECT AFTER SCHOOL CLUB BLUEPRINT

Before jumping into the vast ocean of after-school clubs, it's wise to test the waters. The key to a successful club often lies in understanding the needs, desires, and expectations of both parents and pupils. Talking to parents and other club members is a good starting point:

## THE PARENT-PUPIL PULSE:

Ask Parents these questions to help determine how to set up your club

- What hours would seamlessly fit into their schedules?
- How many days a week do they envision their children attending?
- Is this a daily commitment or a sporadic treat?

And the ultimate question – what's the price they're willing to pay for this enriching experience?

## SEEK, STUDY, AND STRATEGISE:

Ever heard the saying, "Imitation is the sincerest form of flattery"? Well, there's truth to it. Study the competition. Understand what neighbouring schools are doing right (and wrong!). Their successes could be your guiding star, and their mistakes, your cautionary tales.

## ***Crafting the Perfect After School Club Blueprint***

For example, if you cater to early years children here's a tip:

Explore successful models in local nurseries or early years centres that offer engaging thematic clubs like 'Mini Scientists' or 'Young Artists'. These setups typically foster a love for learning and exploration that could be mirrored in your club. Observing how they schedule their activities, engage with parents, and structure their sessions can provide a blueprint for your after school offerings.

In essence, the journey of setting up your after school club isn't a solitary one. It's a collaborative effort, facilitated by the feedback of parents, the enthusiasm of students, and the wisdom of other Out of School Club Members.

The next pages will guide you on utilising this feedback to carve out a club that resonates with everyone involved.



# A WHOLE SCHOOL APPROACH

Success isn't just about establishing a club; it's about integrating it into the school's ecosystem.

it's time to synchronise and synergise: Your before/after school clubs shouldn't exist in isolation. Intertwine them with the fabric of school life:

- **Curricular Connections:** Craft activities that echo classroom lessons, providing a practical extension to theoretical learning.
- **Activity Alignment:** Seamlessly merge the club's offerings with existing lunchtime or post-school programs, ensuring continuity.
- **Health and Wellness:** Use the club as a platform to instill and promote good health habits, both mentally and physically.
- **Parental Partnership:** Forge stronger bonds with parents, making them active stakeholders in the club's journey.

By adopting a comprehensive school approach, you ensure that the club is not just an add-on. Instead, it becomes an integral part of the school's vision, harmoniously supporting and getting supported by other priorities.

This alignment not only maximises the club's impact but also positions it in line with the broader school development goals. Let's dive deeper into making these connections meaningful and effective.

# DO YOU NEED TO REGISTER WITH OFSTED?

The requirement for [registration with Ofsted](#) is common for most out of school clubs offering childcare services. However, this requirement does not extend to clubs that focus on specific skill-based activities, such as football, chess, or language classes.

An exception to this rule also exists for clubs that are managed directly by a school. If the club's personnel are under the employment of the school's governing body and the club serves at least one student from the host school, it usually falls under the school's existing Ofsted registration. In such cases, separate registration for the club isn't necessary.

For more detailed information, it's advisable to conduct an online search for 'Ofsted school-based childcare', or to visit the official website at the provided link.

<https://www.gov.uk/government/publications/factsheet-childcare-registering-school-based-provision>

***Please note: always check the latest information from Ofsted as the rules may change over time.***

# STAFFING & RATIOS

Schools have two primary methods for managing their clubs:

- **Bring in the Experts:** Some schools like to team up with external companies to run their clubs. It's a bit like calling in the pros – they handle all the staffing bits and bobs, so you can breathe easy and focus on other school stuff.
- **Do-It-Yourself Style:** For those who prefer a hands-on approach, running your clubs in-house is the way to go. It's a great way to boost your school's income, but remember, you'll need to sort out the staffing yourself.

## STAFFING CONSIDERATIONS:

- **External Management:** When clubs are managed by an external company, they handle the staffing needs.
- **Self-Managed Clubs:** In this scenario, staffing becomes a critical aspect for the school to address.

## ROLE OF SCHOOL STAFF:

- Staff members, particularly in self-managed clubs, play a pivotal role in the everyday operations of these clubs.
- In special schools, clubs are often more classroom-oriented, necessitating the involvement of teachers in club activities.

## *Staffing & Ratios*

### **STAFFING FLEXIBILITY:**

- Some schools creatively manage staff costs. For example, teaching assistants might adjust their schedules, starting an hour earlier or later, to accommodate their involvement in breakfast or after-school club activities, offsetting these hours against their regular duties.

When planning your school clubs, it's important to consider several key factors that will influence your staffing requirements.

Let's break these down:

- Number of Children
- Age Range
- Available Space
- Layout of the Setting
- Activity Types

For out of school clubs in which the youngest children are of reception age or older, the statutory minimum staffing ratio remains unchanged at 1:30 for children up to the age of eight.

Despite this legal minimum, few clubs operate effectively at this ratio, and it is unlikely that childcare insurance would cover such low staffing levels.

Ofsted expects providers to maintain safe staffing levels and meet all other care requirements as mentioned in the Statutory Framework for the Early Years Foundation Stage.



## ***Staffing & Ratios***

Providers have the discretion to determine appropriate staffing levels. Still, it is generally recommended that out of school clubs maintain a ratio of about 1:8 for children up to the age of eight and around 1:10 for children older than eight.

The Chancellor recently announced an optional change to the staffing ratios, increasing from 1:4 to 1:5 for two-year-old children, effective from September 2023. This adjustment aims to offer more flexibility in childcare provision but applies specifically to this age group.

The Department for Education clarifies that staff-to-child ratios should be viewed holistically across the entire provision rather than in isolated rooms.

Deployment of staff may vary depending on the activities and times of day, such as fewer staff during nap times in the baby room or more during meal times. Providers must be prepared to justify their staffing decisions to Ofsted, especially if unusual deployments are used.

While the requirement for a minimum of two staff members on duty at all times has been removed from the Early Years Register and the Childcare Register, it is still advisable to maintain this as a standard practice.

Adequate staffing is crucial not only for supervision and safety but also to meet the children's individual needs.

In summary, while the ratios are set to ensure the safety and quality of care, providers are encouraged to understand and justify their staffing arrangements fully. The focus during inspections will be on the quality of care and child safety, rather than strict adherence to ratio headcounts.

Please note: always check the latest information from Ofsted as the rules may change over time.

# STAFF QUALIFICATIONS

## LEVEL 2 EARLY YEARS PRACTITIONER

- **Qualification Requirements:** Staff must hold a qualification recognised by the Department for Education as full and relevant at Level 2 or higher. This includes qualifications related to early years (0 to 5 years) and appropriate to early years practice.
- **Criteria for Qualifications:** Must meet the Early Years Practitioner (Level 2) criteria set by the Department for Education, ensuring that practitioners have the necessary skills, knowledge, and understanding to support young children's learning and development.

### **Skills and Knowledge Covered:**

- Understanding of child development from 0 to 5 years.
- Knowledge of safeguarding, health and safety, and wellbeing.
- Ability to support the planning and delivery of educational programs and activities.
- Skills to support children with special educational needs and disabilities.

## LEVEL 3 EARLY YEARS EDUCATOR

- **Qualification Requirements:** Staff must hold a full and relevant qualification at Level 3 or higher. This includes meeting the Early Years Educator (Level 3) criteria. Staff also need a suitable Level 2 English qualification to be included in the staff:child ratios at Level 3.

## ***Staff Qualifications***

### **LEVEL 3 EARLY YEARS EDUCATOR**

- Criteria for Qualifications: Must meet the Early Years Educator (Level 3) criteria, which includes a comprehensive understanding and capability to support and promote children's early education and development effectively.
- Skills and Knowledge Covered:
  - In-depth understanding of child development theories and practices.
  - Ability to plan and provide effective care and learning experiences.
  - Competence in making accurate and productive use of assessment to support children's progress.
  - Knowledge and skills to safeguard and promote the health, safety, and welfare of children.
  - Ability to work in partnership with colleagues, parents, and other professionals.

### **GENERAL REQUIREMENTS**

#### **Statutory Framework Compliance:**

All staff qualifications and practices must comply with the Early Years Foundation Stage (EYFS) statutory framework, which sets the standards for learning, development, and care for children from birth to five years.

## *Staff Qualifications*

### **ADDITIONAL TRAINING:**

Beyond general qualifications, there are specific areas where training is crucial:

- Paediatric First Aid: Staff trained in first aid can be crucial in managing any medical emergencies or minor accidents.
- Child Protection Training: Understanding how to safeguard and protect children is fundamental.
- Food Hygiene Training: Essential if you're handling or serving food at your club.

Staying informed and compliant with the current regulations and best practices is vital for the smooth and safe operation of your club.

Always make it a point to check the latest guidelines from Ofsted, as these rules can evolve over time. This proactive approach will help ensure that your club not only meets regulatory standards but also provides a high-quality, safe, and nurturing environment for the children in your care.



# SAFE RECRUITMENT

Getting your school club staff in place is a critical step, and it's best to start early. Here's a condensed guide to ensure safe and effective recruitment:

- Start Early: Avoid last-minute hiring to ensure your club is ready to go on time.
- Safe Recruitment Essentials:
  - Conduct interviews with multiple interviewers for balanced assessment.
  - Verify each applicant's identity.
  - Require written application forms for detailed evaluation.
  - Check references and qualifications thoroughly.
  - Ensure all candidates undergo enhanced DBS checks.
- Implement a Policy: Develop a safe recruitment policy for consistency and compliance.
- Use a Checklist: A recruitment checklist helps maintain a thorough and standardised process.

[By adhering to these streamlined steps](#), you can efficiently build a trustworthy and capable team for your school club.

# POLICIES AND PROCEDURES

Having a well-rounded set of policies, procedures, and forms is crucial for the smooth operation of your school clubs.

These documents cover everything from medication administration to visitor sign-ins and much more.

If your organisation already has policies in place, make sure they're updated to include out-of-school childcare provisions.

Here's a guide to categorise these policies:

- **Essential Policies (Highlighted in Red):** Required by the Welfare and Safeguarding Requirements of the Early Years Foundation Stage (EYFS) 2024. These are non-negotiable and must be strictly adhered to.
- **Important Policies (Highlighted in Green):** Either implicitly required by EYFS 2017 or mandated by other legislation. They play a crucial role in compliance and overall safety.
- **Additional Useful Policies:** These help manage daily situations and ensure smooth operations.
  - Administering medication policy
  - Complaints policy
  - Emergency evacuation procedure
  - Missing Child policy
  - Safeguarding (Child Protection) policy
  - Uncollected child policy
- Staff behaviour policy
- Visitor policy
- Equalities policy
- EYFS policy
- Health and safety policy

## ***Policies & Procedures***

- Activity risk assessment form
  - Admissions and fees policy
  - Arrivals and departures policy
  - Behaviour management policy
  - Central DBS record
  - Daily checklist
  - Daily register
  - Data Protection
  - Equalities policy
  - EYFS policy
- 
- Health and safety policy
  - Incident record
  - Logging a concern form
  - Medical form
  - Mobile phones and wearable technology
  - Permission to administer medication form
  - Permission to apply sun-cream form
  - Permission to take photographs form
  - Record of medication given
  - Record of pre-existing injuries
  - Registration form
  - Risk assessment policy
  - Staff behaviour policy
  - Safe recruitment policy
  - Smoking, alcohol and drugs policy

## ***Policies & Procedures***

### **RECORDS REQUIRED**

- Child registration forms, which include: name, address, parents' details, emergency contact number, consent for emergency medical treatment, dietary needs
- Record of staff / other people on premises
- Daily/sessional register
- Accident and first aid treatment record
- Records of medicines administered
- Record of visitors
- List of drivers
- Record of complaints



# SPACE REQUIREMENT

When planning an out-of-school club, one of your first steps is to assess the [space's suitability](#).

If you're utilising a space within the school, like a spare classroom, it's vital to transform it into a club-centric environment. This can be achieved by decorating with vibrant wall displays, cosy rugs, visible timetables, and lively photographs. Such customisation helps children perceive the club as a distinct, exciting space separate from their regular school environment, rather than just an extension of their school day.

To further engage the children and encourage regular attendance, consider theming your after-school club activities each term. These themes could align with current school topics, or you can explore creative avenues like food, art, and crafts. This thematic approach makes each term fresh and exciting for the children.

For a breakfast club, it's essential to establish a consistent and safe system for children's arrival and departure. This usually involves designating a specific entry and exit point, such as the front or side door of the club's room. A reliable registration and de-registration process at this location ensures smooth operations and enhances safety.

By considering these aspects, you can create a welcoming and dynamic environment that children look forward to.

Once you have created a nurturing environment, it is important to consider the essential facilities your club requires: Adequate Storage, Kitchen Area, Washroom Facilities, Private Conversation Space and Designated Play Area.

## ***Space Requirement***

**Space Compliance:** For compliance with Ofsted standards, ensure there is enough indoor play space. The requirement is 2.3 m<sup>2</sup> per child for ages three to five, with no statutory requirements for older children.

**Seating and Food Preparation:** Make sure there are enough tables and chairs for children's activities and meals, alongside a clean area for food preparation.

**Confidential Conversations:** Arrange a space for private discussions with parents or carers. This doesn't necessarily require a separate room – a quiet, undisturbed corner works well.

**Outdoor Activities:** It's crucial for your club to have access to an outdoor play area. If this isn't feasible, plan regular outdoor activities, like trips to a local park, weather permitting. Ensure that both the premises and outdoor areas are secure, safeguarding against unauthorised entry and preventing children from leaving unsupervised.

**Adequate Toilet and Hand-Washing Facilities:** It's essential to have an adequate number of toilets and hand basins for your childcare setting, as per the EYFS guidelines.

## ***Space Requirement***

Similarly, the Childcare Register requires a sufficient number of child-appropriate toilet and handwashing facilities. While neither register defines 'sufficient' numerically, as a provider, it's your responsibility to determine and, if needed, justify this to an Ofsted inspector.

Additionally, it's generally expected to have separate toilet facilities for adults.

For more detailed information on the EYFS Framework, visit: [EYFS Statutory Framework](#).

By meeting these facility requirements, your club will be well-equipped to provide a safe, enjoyable, and compliant environment for children.

# EQUIPMENT

When planning your club, consider incorporating free play areas with diverse activities. Set up zones for art & crafts, construction, reading, and sports.

Speak with children and parents to understand their preferences, and don't hesitate to request donations for equipment – many people are happy to give away unused items.

Key Areas for Play Equipment:

- Craft materials
- Board games like draughts, bingo, and chess
- Construction sets (e.g., Lego, K'Nex)
- Sports gear (various balls, goals, skipping ropes)
- Small world toys (cars, dinosaurs, Playmobil)
- Role play items (dress-up clothes, play money)
- Quiet area essentials (rugs, cushions, books)
- Den making materials (blankets, ropes, boxes)
- Home learning resources



## *Equipment*

Additionally, consider incorporating these items.

- Lockable medical and cash boxes
- First aid kits
- Registration table and chairs
- Organisational folders for forms and policies
- Pens and office supplies
- CD player and music
- Food preparation and storage items (cutlery, plates, cleaning supplies, fridge use)

This setup ensures a well-equipped, enjoyable, and safe environment for children to learn, play, and grow.

# FOOD

When planning meals and snacks for your school club, it's crucial to cater to various dietary needs and allergies.

Start by reviewing your current catering contract to see if it includes provisions for breakfasts and snacks, or if you need to negotiate changes.

Alternatively, consider ordering food from your local supermarket. This offers more flexibility in meal planning, allowing you to rotate your offerings on a weekly or termly basis.

## What Type of Food to Offer?

- Ensure all food aligns with the School Food Standards.
- Typical options include bagels, fruit, toast, cereals, porridge, water, and juice.
- For students with specific needs, like those with autism who may prefer certain cereals, tailor your menu to include these preferences.

## *Food*

Remember, catering isn't just about providing food; it's about ensuring inclusivity and meeting the unique needs of all pupils

Here's a list of food you can offer, especially if your club does not have a cooking facility at hand:

- Bagels
- Sandwiches
- Wraps
- Cheese
- Ham
- Chicken
- Fruit/vegetable batons
- Breadsticks
- Hummus and various dips
- Water/squash for drinks

Explore the 'What Works Well' Recipe Hub for School Meals

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## *Food*

Explore the 'What Works Well' Recipe Hub for School Meals

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This hub features over 100 pupil-favorite recipes, developed by school cooks and caterers, suitable for various times of the day - from breakfast clubs to after-school snacks.

Each recipe aligns with the School Food Standards and adheres to the Government Buying Standards for Food & Catering Services (GBSF). The Children's Food Trust has vetted these recipes for best practices and portion sizes, and all include listed allergens.

Discover these recipes and more at:

[What Works Well - School Food Plan](#)

# TIMINGS

Standard Timings for Before/After School Club Programs:

Breakfast Club:

- 8:00 AM to 8:45 AM

After School Club:

- Short Session: 3:30 PM to 4:30 PM (one snack)
- Medium Session: 4:30 PM to 6:00 PM (two snacks; suitable for children attending another activity first)
- Long Session: 3:30 PM to 6:00 PM (two snacks)

Snack Options:

- A variety of choices including cereals, toast, pitta, bagels, ham, cheese, and a selection of fruits, vegetables, and dips.

These timings and snack options cater to different needs and schedules, ensuring children are nourished and engaged throughout their time at the club.



# ACTIVITIES

## ENGAGING STUDENTS IN ACTIVITY LEADERSHIP:

Consider involving pupils in running activities. Many schools find success with older students leading peer learning or mentoring younger ones, which fosters skill development and confidence in older pupils while supporting the younger ones.

## **BREAKFAST CLUBS:**

Typically lasting about 45 minutes, breakfast clubs combine short, engaging activities like games, maths, and reading with breakfast, preparing students to transition into class. In secondary schools, a more informal, unstructured approach is often preferred for breakfast clubs.

## **AFTER SCHOOL CLUBS:**

These longer sessions benefit from a structured approach. Weekly art & craft themes can tie into school topics, or you can let children choose themes based on their interests, such as 'Rainforest,' 'Neolithic Ages,' or 'Around the World.' This approach keeps activities dynamic and closely aligned with educational goals.

# COST TO PARENTS/GUARDIANS

## Understanding the Costs of Before/After School Clubs

The cost for parents/guardians varies based on the club's timing and structure. Typically, [clubs charge a set rate](#) for morning sessions and tiered pricing for after-school sessions, depending on their length.

### FACTORS INFLUENCING PRICING:

- Staffing requirements
- Food provisions
- Equipment costs
- Rent (if the club is not hosted at the school)

### FUNDING SOURCES:

- School budgets
- Local or national government initiatives
- Sponsorships from charities or businesses

This means that the financial responsibility may not always fall entirely on parents. For instance, in March 2018, the government allocated £26 million from the sugary drinks levy to fund breakfast clubs.

## *Cost to parents/guardians*

### **FLEXIBLE SESSION OPTIONS AND PRICING STRATEGIES FOR SCHOOL CLUBS**

#### **SUPPORTING DIVERSE NEEDS:**

Consider offering free spaces for children receiving Pupil Premium or Free School Meals (FSM), as these clubs can be particularly beneficial for them.

#### **REGULAR VS. AD-HOC SESSIONS:**

Based on parent preferences, determine if your club will operate on a regular or ad-hoc basis. Regular sessions typically involve monthly or half-termly invoicing (either in advance or arrears), while ad-hoc sessions cater to parents with variable schedules, such as shift workers. Often, clubs have a mix of both regular and ad-hoc attendees.

#### **DISCOUNTS AND INCENTIVES:**

Decide if you'll offer a daily rate or also include a reduced rate for whole-week bookings. This approach can increase your confirmed numbers and income, while also offering parents cost savings through block booking.

### **CONSIDERATIONS FOR CLUB PRICING POLICIES**

#### **SIBLING DISCOUNTS:**

Evaluate the feasibility of offering discounts for families with multiple children attending the club. This can be an attractive option for parents and can encourage more enrollments.

## *Cost to parents/guardians*

### **LATE COLLECTION FEES:**

To address the issue of late pickups, consider implementing a late collection fee. This policy could be preceded by a warning system, such as a 'three strikes' rule, before enforcing additional charges for lateness. Such a policy is intended to encourage timely pickups and respect the staff's time.

### **EXPLORING PAYMENT OPTIONS AND GOVERNMENT CHILD CARE ASSISTANCE**

#### **DIVERSE PAYMENT METHODS:**

When planning your club, consider various payment methods such as credit/debit cards, cash, cheques, or bank transfers. It's crucial to decide on acceptable payment forms in advance, keeping in mind the practicalities of handling cash or cheques.

#### **GOVERNMENT SCHEMES FOR PARENTS:**

- Childcare Choices: This recent scheme includes Tax-Free Childcare and 30 hours of free childcare. For details, visit [Childcare Choices](#).
- Childcare Vouchers: While this established scheme will close to new applicants from October 2018, it remains relevant for existing users. More information is available [here](#).
- Additionally, direct parents to the 'Help Paying for Childcare' section on the GOV website ([GOV UK - Help with Childcare Costs](#)) for further assistance and eligibility criteria.

This approach ensures you have a well-thought-out payment system and provides valuable information to parents about available financial support

# MARKETING AND PROMOTION

## EFFECTIVE MARKETING STRATEGIES FOR SCHOOL CLUBS

Ensuring pupils and parents are well-informed about your before/after school club is crucial for its success. Consider a variety of communication methods to reach them effectively:

- Digital Advertising: Feature the club on the school's website.
- Direct Communication: Send letters and newsletters home.
- Visual Promotions: Display posters around the school.
- Social Media: Utilise platforms frequented by parents.

Remember, pupils are often the primary informers. Many express interest in clubs to socialise with friends, influencing their parents' decisions. Therefore, making sure pupils are aware of the clubs is essential. Utilise school assemblies and distribute leaflets to inform and excite them about the club offerings.



# MAKING YOUR LIFE EASIER

## READY TO LAUNCH YOUR SCHOOL CLUB?

Simplify your process with Kids Club HQ

As you prepare to launch your before/after school club, you'll realise the significant amount of initial and ongoing administrative work involved. Kids Club HQ offers a cloud-based solution designed to streamline these tasks, saving you valuable time each week.

Key Features of Kids Club HQ:

- Online booking for parents, eliminating paper forms.
- Automatic updates to registers based on parent bookings.
- Automated invoice generation and distribution to parents.
- Automated reminders for outstanding payments.
- A comprehensive admin system for you and your club staff.

Many schools trust Kids Club HQ for efficient club administration. Interested in learning more or [scheduling a demo](#)?

Contact us at [hello@kidsclubhq.co.uk](mailto:hello@kidsclubhq.co.uk)