Sunrise and Sunset Care Policy

Ringmer Primary and Nursery School

Created By:	Rebecca Josling	**Date: September 2023**
Approved by:	Anna Crompton	**Date:** 25th Sept 2025
Next review due by:	September 2026	
Amendments:		
September 2023	Prices changed	
July 2025	Prices changed, cancellations amended	

Principles

Sunrise & Sunset care is available to all children who attend Ringmer Primary & Nursery School.

We recognise that due to work and other commitments, it is not always possible to drop off and pick up children from school when the school day starts and ends. We aim to provide a safe, nurturing, stimulating and welcoming environment for all children who attend our Sunrise & Sunset care.

As this care is provided outside of the normal school day, there are costs associated with this provision. This policy sets out the pricing structure, as at the date of this policy, for those who wish to attend Sunrise & Sunset care as well as details of bookings, cancellations and late pick-up. The current charging structure is available from the school website.

Whilst we will strive to provide Sunrise & Sunset care for all eligible children, in the case where staffing implications apply (e.g. where specific support or care is required) it may not be possible to offer this provision. In this circumstance, we would engage with the parents/carers to discuss.

Procedures

PLEASE NOTE THAT THIS POLICY SETS OUT THE HOURS AND CHARGING STRUCTURE AS OF THE DATE OF THE POLICY. PLEASE REFER TO OUR WEBSITE FOR THE MOST UP-TO-DATE DETAILS (https://www.ringmerprimary.school/)

Sunrise Club

Hours of operation

Sunrise Club runs from 7.45am until 8.45am with 2 times of arrival only: 7.45am or 8.15am

Drop-off procedures

Children in nursery, reception and Year 1 need to be dropped off at the nursery and children in year 2-6 need to be dropped off at the school hall.

It is extremely important, for safeguarding reasons, that no children are dropped at the school before 7.45am as the school will not be open to children and there will be no adult supervision. It is also required that children are safely inside the school building and have been handed over to a member of staff (not a pupil).

Sunset Club

Hours of operation

Sunset club runs daily from the end of the school day until 4.30pm or 5.30pm.

Pick-up procedures

Children in Year 2-6 can be collected from the School Office main entrance and children in nursery, reception and Year 1 can be collected from the nursery. A member of the Sunset Team will bring your child at the end of their Sunset session (4.30pm or 5.30pm).

For all Sunrise & Sunset care, it is essential that you contact the School Office team via email, by telephone call or conversation (with Sunrise & Sunset staff) if your child will be picked up by an alternative adult. If this is a regular arrangement, we would require to have information provided in writing.

Our normal phone lines close at 3:30pm each day. After this time, there is an option to be put through to the sunset phone should you need to contact the sunset club staff.

Access to the site for drop-off and pick-up

The car park cannot be accessed for drop-off and pick up for wraparound care clubs unless you are in receipt of a blue badge. Please drive at or below 5mph when on site to protect children and adults.

The pedestrian gate can be accessed during sunrise and sunset hours using code #1453.

Bookings and cancellations

Bookings must be made via your Arbor account.

All bookings must be prior to the session needed. Sunrise clubs are bookable up until 8 hours before and sunset sessions are bookable up until 3 hours before the session starts.

Slots will be made available at the end of each term to book for the following term and are bookable on a first come first serve basis.

Late bookings will only be accepted in exceptional circumstances at the discretion of the Sunrise & Sunset staff and headteachers.

Parents are unable to cancel sessions themselves on Arbor but the school office can do this for you. It is the responsibility of the parent or carer to inform the office of any cancellations by phone, voicemail, Arbor message or email 2 days prior to the session. If the school office is not informed of the cancellation with 48 hours notice the payment remains.

In the circumstance where a child is absent from school due to illness, all Sunrise & Sunset provision for that day will be cancelled and not charged.

Fees

The following fees for Sunrise & Sunset care for children who attend Ringmer Primary & Nursery School apply:

For 3 years old upwards:

Sunrise (Breakfast) club: £5.50 per session - starts at 7.45am, includes breakfast with a choice of cereals, toast, yoghurt and drink (water, fruit juice, milk and hot chocolate)

Sunrise (Play session) club: £3.30 per session – starts at 8.15am, breakfast not included

Sunset (Play): End of school-4:30pm: £4.75 per session

Sunset (Full): End of school-5:30pm: £11.80 per session

Sunset (club): After school club + Sunset -5:30pm: £6.50 per session

For 2 year olds:

Sunrise (Breakfast) club: £6.50 per session - starts at 7.45am, includes breakfast with a choice of cereals, toast, yoghurt and drink (water, fruit juice, milk and hot chocolate)

Sunrise (Play session) club: £3.25 per session – starts at 8.15am, breakfast not included

Sunset (Play): End of school-4:30pm: £6.50 per session

Sunset (Full): End of school-5:30pm: £13.00 per session

Upon arrival at sunset club, all children are offered a drink and a biscuit. Children attending a full session are provided with a choice of sandwich, toast, crumpets, beans on toast or houmous with crudités or similar. This is followed by yoghurt and fruit.
Children are also provided with a range of engaging, stimulating and fun activities which meet the needs and interests of all age ranges.

Fees are paid directly when making the booking on Arbor. If you wish to use Childcare Vouchers please contact the School Office to organise bookings.

Fees for late pick-up

We recognise that unavoidable events can mean that parents and carers may occasionally be delayed when picking up children from Sunset care. Unfortunately, late pick up does affect staffing requirements and has an unavoidable cost to the school. If a late pick-up is anticipated, parents/carers should contact the school by telephone to advise on this at the earliest opportunity so that appropriate staffing levels can be arranged if needed.

If a child is late being picked up by less than ten minutes, there will be no additional charge. For pick-ups more than ten minutes after the time booked, the following charges will apply:

- An additional charge of £5 for up to 30 minutes late
- An additional charge of £10 if more than 30 minutes late

If a parent is delayed after 5.30pm it is necessary for two staff members to remain in school until the child is picked up. In this circumstance, charges may begin immediately at the following rate:

- £10.00 per fifteen minutes (or part of)

Payment will be due Immediately upon delivery of invoice

Links with other school policies

Readers of this policy should be aware that the school also has policies for emergency school closure and procedures in the event of a major health epidemic.

Safeguarding/

Behaviour for Learning - Children will be expected to adhere to this and staff will follow both policies when caring for all children.

Methods of Payment

1. Electronically via your Arbor account

2. Childcare Vouchers. Please contact the School Office to arrange this.

3. Tax Free Childcare scheme (the National Savings Account) - see www.gov.uk/tax-free-childcare for more details. Please advise the School Office if you intend to pay via this method.

Summary

We aim to provide a high level of Sunrise & Sunset care for all our children. This policy aims to ensure that we can maintain the quality of care for the children of all families who access this service by setting out in a clear way the relevant principles and procedures.

Review

This policy will be reviewed as appropriate, as well as a minimum of every three years.

September 2026