

Dear Parents/Carers

## Breakfast and Afterschool Club Booking Information

- The booking form must be completed and returned to the School Office for any new bookings. The form can be found on the school website by going to the Preschool section/Parent Handbook/Breakfast and After-School Club/Terms and Conditions. Once a child attends either breakfast or after-school club, any changes to the original booking must be made in writing;
- One month's written notice must be given to cancel a child's place;
- Additional ad-hoc days may be booked providing space is available and on condition that your child is already attending one or more sessions at the club. All requests for additional ad-hoc sessions must be made in writing or by email. Verbal requests will not be accepted;
- Charges of £3.50 per Breakfast club session and £10.00 to 5pm and £12.00 to 6pm per Afterschool club session will be required for all days booked during the month. Charges will be made in the case of non-attendance due to all absences, including illness or holiday. Payment of sessions is required by the 10<sup>th</sup> day of the month for which the sessions have been booked. We reserve the right to charge an admin fee of £5.00 if reminders are required. A place may be withdrawn if payment is not received following the reminders;
- Payment can be made either online via your child's Scopay account or using childcare vouchers;
- In the event that you are due a refund, this will be made via the original payment method;
- Please be aware that if your child is booked in to attend after-school club until 5pm but is regularly collected after 5:10pm, then a charge of £2 will be incurred.

**Breakfast Club** includes breakfast where children have a choice of cereals, toast, bread and preserves and milk. Water is available to drink at all times. A variety of art and craft activities are available along with areas for quiet play and reading.

**After-School Club** includes a light tea: a range of hot or cold food will be provided including pasta, sandwiches, beans on toast, baked potatoes and soup, with fresh fruit and yogurt for dessert. Water and milk are available to drink at all times. Dietary needs are catered for and in the event of a child not wanting to eat the tea provided, hot buttered toast and jam are available as an alternative on request. A variety of art and craft activities are available along with areas for quiet play and reading. Older children are able to find a space to complete their home learning should they choose to do so.