**A poster for a school club

Description automatically generated**

**Our Aim**

A group of people playing on a playground

Description automatically generatedTo provide a welcoming place at the start and end of the school day, where all children are valued, safe and happy. We aim to support working parents by providing an affordable, consistent childcare, to meet a community need and at the same time provide children with a worthwhile, valuable experience. As the clubs are part of our extended school day, we have the same rules and expectations as during the school day.

**Activities**

Breakfast and After School Club take place in ‘The Dell’ and aim to create a space where children can play, learn, and express their creativity, through a range of fun and educational activities.

Activities offered include board games, construction, outdoor games, arts and crafts, and time for those who wish to complete their homework. The clubs are available during term time only, ensuring a structured environment for children out of school hours.

On Fridays, the children enjoy movie night together and when weather permits, outdoor play is encouraged and occasionally the children will create crafts to take home.

Parents can rest assured that their children will have the opportunity to explore new interests and socialise in a safe, supportive environment.

**Food**

Food is an integral part of the experience at both breakfast and after school club. For breakfast, we provide a selection of cereals and toast with butter and/or jam and children who stay after 4.30pm receive a variety of evening snacks, including beans on toast, noodles, hot dogs, salad, yoghurts, and fresh fruit. Our inclusive clubs can accommodate children with special dietary needs; parents are requested to complete a separate information form to ensure all requirements are met.

**Booking & Payments**

**All bookings and payments must be made in advance using the on-line cashless system-School Money. We are unable to take any cash payments.**

**Please note the following when booking:**

* Spaces are limited, so pre-booking is essential for both breakfast and After School Club
* **You MUST pre-book a place by 3pm on Friday for the following week or un-booked charges will be applied.**
* Payment made for a half term in advance will guarantee your child a place for either or both clubs.
* If you need to make an emergency booking, please contact the office to discuss this and a referral will be made to the Co-Headteachers.
* If your child arrives at Breakfast Club or After School Club without a prior booking or payment, this will incur a double un-booked charge. Please see pricing sheet for charges.
* Refunds will only be made if your child is ill or on a school trip. Your account will be credited if this is the case.

To log into School Money, visit the website **www.eduspot.co.uk** and click on the sign in button in the top right-hand corner. In the drop down, select the School Money Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child’s first name. Comprehensive parent guides are available by the clicking on the appropriate icon in the top, right hand corner of the Eduspot website. Please let us know immediately if either your mobile number or email address changes.

Please sign below to confirm you have read the information regarding booking and running of our Breakfast and After School Clubs and agree that your child will be expected to abide by the rules of the club and that all information supplied below is correct.

|  |
| --- |
| Child’s Full Name………………………………………………………. |
| Child’s Class…………………………………………………………….. |
| Parent’s Name………………………………………………………….. |
| Signature………………………………………………………………… |

**Personal Information**

|  |  |
| --- | --- |
| Name of Child(ren) |  |
| 1. **Name:** | **Class:** |
| 1. **Name:** | **Class** |
| 1. **Name:** | **Class** |
| Any Medical Conditions, allergies or specific instructions: | |
|  | |
|  | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emergency contacts and collecting permission** | | | | |
| **Name of contact** | **Relationship to child** | **Mobile and** **home or work number** | **Has permission to collect? (circle)** | |
|  |  | **Mobile:**  **Home:** | Yes | No |
|  |  | **Mobile:**  **Home:** | Yes | No |
|  |  | **Mobile:**  **Home:** | Yes | No |

**Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Club** | **Description** | **Fee 1st child** |  | **Fee Sibling** |
| Breakfast Club | Pre-booked | £2.50 |  | £2.50 |
| Breakfast Club | Un-booked Charge | £5.00 |  | £5.00 |
|  | | | | |
| ASC | Pre-booked up to 4pm | £2.00 |  | £1.50 |
| ASC | Pre-booked up to 4.30pm | £4.00 |  | £3.75 |
| ASC | Pre-booked up to 5.00pm | £6.00 |  | £5.75 |
| ASC | Pre-booked up to 5.30pm | £8.00 |  | £7.00 |
| ASC | Pre-booked up to 6.00pm | £10.00 |  | £9.00 |
| Late pick-up will be charged at the next half hourly rate, however, late pick-up after 6.00pm please see additional charges below. \*\*\* | | | | |
| Except for in exceptional circumstances, all bookings for Breakfast and After School Club must be made by 3pm Friday for the following week or un-booked charges will be applied. | | | | |
| ASC | Un-booked charge up to 4pm | £4.00 |  | £3.00 |
| ASC | Un-booked charge up to 4.30pm | £8.00 |  | £7.50 |
| ASC | Un-booked charge up to 5pm | £12.00 |  | £11.50 |
| ASC | Un-booked charge up to 5.30pm | £16.00 |  | £14.00 |
| ASC | Un-booked charge up to 6.00pm | £20.00 |  | £18.00 |
| ASC After an Activity (club or extra lesson) | Up to ½ hour after club  Up to 1 hour after club  Up to 1 ½ hours after club | £3.00  £5.00  £7.00 |  | Un-booked charges for after club bookings are double the standard fees. |
| Late pick-up will be charged at the next half hourly rate, however, late pick-up after 6.00pm please see additional charges below. \*\*\* | | | | |
| \*\*\*  ASC Late pick up after 6.00pm | Up to 5 minutes  Up to 10 minutes  Up to 15 minutes | £5.00  £10.00  £15.00 |  |  |