

## Breakfast and Afterschool Club Booking Information

**Breakfast Club** includes breakfast: a choice of cereals, toast 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. Breakfast is served until 8:30am, after which the area is tidied and the children prepare to head to their classrooms for 8:40am. **Please note, children arriving after 8:30am will not be served breakfast and will need to have eaten before their arrival.**

**Afterschool Club** includes a light tea: a range of hot or cold food will be provided including pasta, sandwiches, beans on toast, bacon rolls and burgers, with fresh fruit and yogurt for dessert. 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.

### **Please note the following terms and conditions:**

- The booking form must be completed and returned to the School Office for any new bookings. The form is available on the school website. Once a child attends either breakfast or afterschool club, any changes to the original booking must be made in writing alongside a new booking form;
- A new booking form replaces any booking forms previously submitted. Please ensure your new request is accurate;
- 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 the condition your child is already attending one or more sessions at the club. All requests for additional ad-hoc sessions must be made in writing by email. Verbal requests will not be accepted;
- Sessions booked will be for weekly attendance. Unfortunately, we cannot cater for alternating weeks due to shift work patterns etc;
- Breakfast club sessions are £3.50 each and afterschool club sessions are £10.00 until 5pm, and £12.00 until 6pm. Charges apply irrespective 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. An admin fee of £5.00 per child, per day will be charged if a second payment reminder is required. We reserve the right to withdraw a place 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 you are due a refund, this will be made via the original payment method;
- Please be aware that late collections at the 5pm afterschool club session will incur a £2 charge, and at the 6pm session will incur a £10 charge per child.
- Behaviour will be managed in line with the school's policy. We reserve the right to refuse a child's attendance if we feel their behaviour means they, and others, cannot be kept safe.