



KIDSCLUB

Breakfast Club

The Breakfast Club provides a safe environment for your child between the hours of 8:00am and 8:40am on a daily basis. Children may be dropped off via the main hall fire door which will be open - please do not allow your child to run across the staff car park area unaccompanied as this is also the time when staff are arriving and we want to ensure the children's safety at all times.

We offer a range of food for breakfast and children will remain in the hall until 8:30am when they may go outside onto the playground, once there is an adult on duty.

After School Club

After School Club runs every day from 3:15pm until 6:15pm (5:15pm on Fridays) - this time is split into three sessions as detailed later in this sheet. At the end of the school day, children are collected from their classroom and registered before being free to play. They are welcome to spend time doing their SMART learning, reading or spelling if they wish.

Snack is offered as an optional extra for those children that attend either the Mid or Late sessions - this will be in accordance with our usual food guidelines.

Collection from the club is via the main hall fire door - please use the doorbell to let staff know you have arrived. Please use the layby or visitor car park for collection and not the staff car park. Any changes to pick-up arrangements are to be advised in advance as the phones are not usually manned after 3:30pm.

Booking a Place

If you wish to reserve a regular place for your child, please complete the booking form. Once received, we will provide confirmation along with the amount due for that half-term (or term if you prefer) - if you wish to receive an official invoice, please let us know.

If your child requires individual support during the normal school day you would need to make specific arrangements to ensure that we can continue that support at KidsClub. Consequently, a specific arrangement with the school office would need to be made in advance. Additional costs for staffing may be incurred but will be discussed at the time.

Places are limited therefore booking in advance is recommended. If you wish to book an ad-hoc place, please contact the office and we will check to see if a place is

available and ask you to sign an agreement form confirming acceptance of our terms and conditions. Ad-hoc bookings can also be made using Schnappy - please wait for confirmation to ensure we have space.

One week's notice is required to cancel a booking, or you will still be charged. **All absences must be paid for.**

Payments

Fees must be paid in advance. Failure to pay these fees could result in your child losing their place or future bookings being accepted. Payment to be made via Schnappy either monthly, half-termly or termly - please indicate when booking what frequency is preferred. We do accept Childcare vouchers - please contact the office if you wish to use this option.

Collection

Children must be collected at or before the time stated on the booking form otherwise you will be charged for the later session. If you are late collecting from the last session, further charges will be made: **up to five minutes late additional £5.00; Over 15 minutes late additional £10.00 - Staff must be allowed home to be with their own families.**

Amendments

Any changes to bookings may incur an administration fee of £2.50.

Prices

Breakfast Club

£4.00

After School Club

Early 3:15 - 4:15 - £4.00

Mid 3:15 - 5:15 - £8.00

Late 3:15 - 6:15 - £12.00 (Not Fridays)

Snack (with Mid & Late sessions) - £1.50

Block bookings received a term in advance, consisting of at least one day each week, will be eligible for a discounted rate of £3.50 per hour.