



After School Club Terms & Conditions and booking information

After School Club runs Monday to Thursday during term time, but is not open during the holidays and on INSET days. The club is run by Miss Hough & Julie.

Once the children arrive at the Club, they are able to play with the wide range of free play and planned activities. The children are provided with a snack and this is usually served at 4:30pm. We offer children a varied menu. Water and fruit are also available throughout the session.

The Club is open to children from Reception to Year 5. There will be a maximum of 20 children able to attend at any one time and these places are offered on a first come, first served basis.

Parents can collect their children from the main entrance. There is a clearly marked doorbell for use. The car park may be used for collecting but please be aware of other cars when entering and leaving the school drive.

Places can be reserved either on a half termly basis or on an ad hoc basis if you do not require a regular place (an ad hoc booking is one that is made during the half term in which the place is required rather than in advance).

Please note that if you have chosen ad hoc sessions for your child, you will need to inform the school office at least 48 hours before you wish your child to attend. This gives us a clear understanding of numbers and staffing needs.

Payments are to be made via ParentPay IN ADVANCE ON A WEEKLY/ HALF TERMLY BASIS. Childcare Vouchers are also accepted.

Charges:

- 3.30 – 4.30 p.m. Booked half termly in advance - £3.50 per Part session (excludes a light tea/snack)
- 3:30 – 5:00 p.m. Booked half termly in advance - £7.50 per Full session (includes a light tea/snack)
- 3:30 – 5:30 p.m. Booked half termly in advance - £8.00 per Extended session (includes a light tea/snack)

It is important to note that all ad hoc bookings will incur an additional charge of 50p per session.

After School Club behaviour expectations are adhered to strictly and all parents and carers are advised that if a child or parent is not able to accept our expectations their place at After School Club may be in jeopardy.

How to book:

A text will be sent out at the start of each half term informing you to book your sessions. To book your child's place please email Miss Hough at lia.hough@flocktonschool.co.uk and include:

- The dates you require for the half term.
- The length of session(s) required i.e. Part, Full or Extended.

Please note, if you are booking adhoc, you will need to email within **48 hours** of the date you wish your child to attend.

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Flockton CE (C) First School After School Club Terms & Conditions

Name of Child: Child's Date of Birth:

Emergency Contact Name & Number:

Allergies or Medical Conditions:.....

- I understand that the charges for After School Club must be settled via ParentPay or Childcare Vouchers in ADVANCE and that if payment is not received my child's place may be cancelled.
- **I understand that if I wish to cancel any previously booked sessions, I must give at least 48 hours' notice to the school office or I will be charged the full session amount.**
- I understand that it is my responsibility to ensure that my child is collected for the session time paid for unless there are exceptional circumstances, and that if I am late, **an additional charge of £5.00 will be made for every 10 minutes.**
- I understand that my child needs to behave appropriately at After School Club and that their place at After School Club may be in jeopardy if a child or parent is not able to accept the Club's expectations.

Signed: Date:

Print Name: