



**xxxxxxxxxx has been allocated some spaces at After School Club  
for the Autumn Term!**

**We have received your payment of £xxxx – thank you!**

**Opening times:**

Our After School Club will be for children aged 4 upwards as of the 1<sup>st</sup> September 2018 and will provide childcare on Monday to Friday from 3.15pm – 6pm during term time, excluding INSET days.

**Cost:**

It is a fixed cost of £8.50 per session which includes activities and a daily snack menu which includes houmous, cheese on toast, wraps, bagels, beans on toast and pancakes. Squash, milk, water and yoghurt are available every day. water will always be available. The snack will be served between 3.45pm and 4.30pm.

The cost is fixed and DOES NOT change depending on the time your child arrives or is collected. They can attend one of our clubs after school such as Tag Rugby and then join our After School club once it has finished.

You may pay half termly, monthly, or weekly in advance. Payment is required at the time of booking and we accept cash, cheque, childcare vouchers or bank transfer to the school bank account. There will be a charge for any cheques returned by the bank. Please do not send cash through the post. Cheques made payable to Long Lane Primary School.

We do not offer credit. We reserve the right to refuse further bookings if the full fee is not paid. If you have payment issues please speak to the school office.

**Bookings:**

We send out booking forms once a term. If you wish to cancel your booking it is vital that you let us know at least 24 hours in advance. There may be some places available at short notice: these will be allocated on a first come first served basis.

Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you give at least 24 hours' notice to the school office. This also applies if your child is ill and has been sent home from school.

**Activities:**

We offer a range of activities such as colouring in, construction toys, small world toys and outside play, plus lots more. There will also be an opportunity for children to relax, read and to complete shared learning.

**Behaviour:**

Behaviour by any person "on site" considered by the staff to be unacceptable and inappropriate will not be tolerated. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times. Our behaviour policy will continue throughout the After School club and will start as a 'new' session at 3.15pm.

**Confidentiality:**

All information exchanged by any person involved with the club must be kept confidential.

**After School Club Booking Form – Autumn Term 2018**

Name:

DOB:

<b>Week Beg</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>03.09.18</b>					
<b>10.09.18</b>					
<b>17.09.18</b>					
<b>24.09.18</b>					
<b>01.10.18</b>					
<b>08.10.18</b>					
<b>15.10.18</b>					
<b><i>HALF TERM</i></b>					