



## **After School Care – Time to book your spaces for September 2017!**

### **Opening times:**

Our After School Club will be for children aged 4 upwards as of the 1<sup>st</sup> September 2017 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 £8.00 per session which includes activities and a simple snack such as toast, crumpets, bagels, rice cakes, followed by a piece of fruit and a yogurt. Squash and fresh 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 or Childcare Vouchers. 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 have attached our Autumn term booking form which you will need to complete and return by Thursday 25<sup>th</sup> May with a non-refundable deposit of £50.00 as this will confirm your booking and a space for your child at the club. We will be asking for the full payment for the sessions you have booked during June/July, taking into account the deposit paid. E.g. Your total cost of your sessions booked, less the £50.00 deposit.

### **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.

***Do you require after school care for your child from September 2017? If yes, please complete the attached booking form and hand into the office with your deposit no later than the 25<sup>th</sup> May!***

**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.

***We will contact parents & carers directly who return a booking form & the deposit later on in the Summer term with more information.***

***Do you require after school care for your child from September 2017? If yes, please complete the attached booking form and hand into the office with your deposit no later than the 25<sup>th</sup> May!***



**AFTER SCHOOL CLUB ENROLMENT FORM FOR SEPTEMBER 2017**

**Child / (ren)'s Names**

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Please tick the sessions you require. You do not have to book all your sessions straightaway and can send in booking forms at any point during each term. However, spaces will be allocated on a first come, first served basis.**

Week Beg	Monday	Tuesday	Wednesday	Thursday	Friday	Total
04.09.17						
11.09.17						
18.09.17						
25.09.17						
02.10.17						
09.10.17						
16.10.17						
<b>HALF TERM</b>						
30.10.17						
06.11.17						
13.11.17						
20.11.17						
27.11.17						
04.12.17						
11.12.17						
18.12.17						
<b>END OF TERM</b>						
Number of sessions x £8.00						= £

**A deposit of £50.00 is required to secure this booking. Please hand in your booking form and the deposit to the school office.**

**SIGNED: \_\_\_\_\_ PARENT / CARER      DATE: \_\_\_\_\_**

***Do you require after school care for your child from September 2017? If yes, please complete the attached booking form and hand into the office with your deposit no later than the 25<sup>th</sup> May!***