

17th June 2019

Dear Parents/Carers

Extended Services Booking - 2019/2020

Due to a number of parents relying on our extended provision for long term childcare we are now taking bookings for the next academic year.

Breakfast Club

Breakfast Club operates every day from 8:00am until 8:40am. Thank you to those of you who responded to our recent survey about changing the start times for Breakfast Club, to which we had mixed responses. Unfortunately we are not be able to offer a staggered start due to the need to have two members of staff present for the full session, therefore any changes - including the increased cost - would need to be applied to all club users. Having considered the responses and options, we will not be changing the start time this year but will continue to review this on an annual basis.

Children will be escorted by the club supervisors to the main school premises at 8:40am, and make their way to their classrooms. Younger or vulnerable children will be accompanied to their classrooms if necessary. Children must be brought to the supervisor by a parent / carer or an agreed adult for registration. Breakfast is served between 8:00am and 8:20am. Children arriving after 8:20am are offered drinks and fruit only. The cost for Breakfast Club is £4.00 for the first child in a family, with a discounted price of £3.50 for subsequent siblings. This includes breakfast.

Breakfast Club is limited to 20 places per day.

After School Club

After School Club operates every day from 3:10pm - 6:00pm. Children will be collected by the club supervisors from the meeting point - the outdoor classroom on the junior playground. Children must be collected from the club by a parent / carer or an agreed adult, who must sign them out. The person collecting must be over 18, be listed as having permission to collect the child, and must know the child's password. We do not allow children to walk home alone from After School Club. A light meal / snack is served between 4:00pm and 5:00pm. Parents are aware that children collected before 5:00 pm may not have eaten. The cost for After School Club is £12.50 for the first child in a family, with a discounted price of £10 for subsequent siblings. This includes breakfast.

After School Club is limited to 20 places per day

To reserve your place, please complete and return the attached booking form to the school office. Bookings will only be accepted if payments for previous bookings are up to date. We do not require payment at this stage, but would remind you that sessions must be paid for in advance of your child attending the club. Payments can either be made weekly, monthly, half termly or termly.

Payments

Payment can be made via the School Office by cash, cheque (made payable to Powell Corderoy School), direct bank transfer or childcare vouchers. Our registration code for Child Care Vouchers is 125151. Please speak to a member of the School Office Team about who your childcare voucher provider is.

Due to the increased demand for places at the Clubs, our cancellation terms remain at 7 days notice, which allows for the place to be offered to another child on the waiting list. Please note that you will be charged in full for any bookings cancelled without 7 days' notice. If children are off school and you have not cancelled with 7 days notice, you will still be charged.

Yours sincerely

The School Office

Extended Services Booking 2019/2020

Child(ren)'s Name(s)		Class(es)	
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Please indicate the number of children you wish to book in for a regular slot (same day every week):

Breakfast Club (£4:00 per session / £3.50 for siblings)					After School Club (£12:50 per session / £10 for siblings)				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday

For Ad hoc Bookings - please specify dates required by writing them in the boxes. Preference will be given to regular bookings, and ad-hoc bookings will be added in where space is available.

Breakfast Club (£4:00 per session / £3.50 for siblings)					After School Club (£12:50 per session / £10 for siblings)				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday

Even if you've done it before, we need you to complete a new extended services registration form (attached) to continue using the club in September. We require one form per child.

I have completed and enclose an updated Extended Services Registration Form	<input type="checkbox"/> Yes
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Name of Parent			
Signed		Date	