

28th May 2021

Dear Parents/Carers

### **Extended Services Booking - 2021/2022**

We will continue to offer the same child care provision for your child/children for the next academic year based on their attendance this year to ensure continuity of child care providing that your account is in credit and has been well managed during the academic year. To accept the continuation of your childcare arrangements please could you complete the acceptance form below and return it with the Extended Services Registration form by emailing the school office on [info@pcps.uk](mailto:info@pcps.uk) by Friday 11th June. If we have not received a reply by this date, then we will release the places and you will have to reapply. Due to the limited availability it is very unlikely that we will be able to offer any additional days, although we will add your child/children to the current waiting lists.

### **Breakfast Club**

Breakfast Club operates every day from 8:00am until 8:40am. Children who arrive early for Breakfast Club will not be admitted until 8:00am.

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 a drink and fruit only. The cost for Breakfast Club from September will be £4.50 for the first child in a family, with a discounted price of £4.00 for subsequent siblings. This includes breakfast.

Breakfast Club is limited to 20 places per day.

### **After School Club**

After School Club operates Monday to Thursday from 3:10pm - 6:00pm. During the summer term we closed on Fridays due to insufficient bookings. However, we are hoping that we will reopen on Fridays from September, but is again dependent on sufficient demand. We will let you know by Friday 2nd July if we were unable to open.

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 the After School Club. A light meal / snack is served between 4:00pm and 5:00pm. Parents should be aware that children collected before 5:00 pm may not have eaten. The cost for the After School Club from September will be £13.00 for the first child in a family, with a discounted price of £10.50 for subsequent siblings. This includes a light meal/ snack.

Children who are collected late from After School Club, will be charged an additional fee at a rate of £10 for every 15 minutes (or part of 15 minutes) and late collections will be recorded as a safeguarding concern. Any fine will need to be paid before further bookings can be made.

After School Club is limited to 20 places per day.

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 either online, through SCO pay or childcare vouchers. Our registration code for childcare vouchers is 125151. Please contact a member of the School Office Team via [info@pcps.uk](mailto:info@pcps.uk) 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*

## Acceptance of Extended Services Booking 2021/2022

<b>Child(ren)'s Name(s)</b>		<b>Class(es)</b>	
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### Current Provision:

Breakfast Club (£4:50 per session / £4.00 for siblings)					After School Club (£13.00 per session / £10.50 for siblings)				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday - if available

**Request for Additional Sessions:** (However, due to the limited availability it is very unlikely that we will be able to offer any additional days, although we will add your child/children to the current waiting lists)

Breakfast Club (£4:50 per session / £3.50 for siblings)					After School Club (£13.00 per session / £10.50 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"/> <b>Yes</b>
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<b>Name of Parent</b>			
<b>Signed</b>		<b>Date</b>	