Stoney Care Before and After School Club

Stoneydelph Primary School

Half Termly Booking Form – Summer 1 Term

Dear Parents/Guardians,

Please complete the following form for sessions required at Before and After School Club for the next half term. This is so we can keep a record of any sessions booked.

We can still offer sessions on a weekly basis however it would be appreciated if you would complete a form for each week. These can be handed in to the office/Breakfast or After school club or emailed to me at t.clifton@stoneydelph.staffs.sch.uk .

We can still offer a one off sessions or increased sessions if given notice.

Child’s Name:

Parent/Guardian name:

Parent/Guardian signature:

Date:

Please tick the sessions you will be requiring:**Please ensure all sessions are paid upfront**

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| **W/C 20/04/20** | **Breakfast Club Extended**  **7.30 – 8.45**  **£4.00** | **Drop –In Breakfast Club from 8.15**  **£2.00** | **After School Club**  **15.00-17.00**  **£5.50** | **After School Club Extended**  **15.00-18.00**  **£8.00** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
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| **W/C 27/04/20** | **Breakfast Club Extended**  **7.30 – 8.45**  **£4.00** | **Drop –In Breakfast Club from 8.15**  **£2.00** | **After School Club**  **15.00-17.00**  **£5.50** | **After School Club Extended**  **15.00-18.00**  **£8.00** |
| **Monday** |  |  |  |  |
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| **W/C 04/05/20** | **Breakfast Club Extended**  **7.30 – 8.45**  **£4.00** | **Drop –In Breakfast Club from 8.15**  **£2.00** | **After School Club**  **15.00-17.00**  **£5.50** | **After School Club Extended**  **15.00-18.00**  **£8.00** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** | **SCHOOL** | **CLOSED** | **POLLING** | **DAY** |
| **Friday** | **SCHOOL** | **CLOSED** | **BANK** | **HOLIDAY** |

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| **W/C 11/05/20** | **Breakfast Club Extended**  **7.30 – 8.45**  **£4.00** | **Drop –In Breakfast Club from 8.15**  **£2.00** | **After School Club**  **15.00-17.00**  **£5.50** | **After School Club Extended**  **15.00-18.00**  **£8.00** |
| **Monday** |  |  |  |  |
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| **Wednesday** |  |  |  |  |
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| **W/C 18/05/20** | **Breakfast Club Extended**  **7.30 – 8.45**  **£4.00** | **Drop –In Breakfast Club from 8.15**  **£2.00** | **After School Club**  **15.00-17.00**  **£5.50** | **After School Club Extended**  **15.00-18.00**  **£8.00** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |

**Stoneydelph Primary School – Stoney Care Before and After School Club**

**Conditions of Booking**

**Fees**

Breakfast Club 7.30am – 8.45am - £4.00

Drop-In Breakfast Club 8.15am – 8.45am - £2.00

Afterschool Club until 5.00pm - £5.50

Afterschool Club Extended until 6.00pm - £8.00 to include an evening meal

Children can be collected at any time during these times.

* A booking form must be completed and handed into the Stoney Care Before and After School Club staff before your child can attend. (Not applicable to Drop-In Breakfast Club.) These will be re-issued at the beginning of every half term.
* Fees are to be paid upfront, you can pay either on a weekly/monthly basis. If no payment is received then unfortunately your child will be unable to attend.
* Bookings must be made at least one week in advance unless prearranged with Stoney Care staff due to shift work, or last minute unexpected circumstances.
* Amendments can be made if necessary, please contact the office on 01827 896666 or email [t.clifton@stoneydelph.staffs.sch.uk](mailto:t.clifton@stoneydelph.staffs.sch.uk) with your changes.
* To avoid being charged for cancelled sessions 7 days notice is required.
* We are occasionally able to offer last minute sessions dependent on the numbers already booked in for that session. Last minute same day bookings can only be until 5pm. At least 24 hours notice is required if you wish your child to stay until 6pm and have a meal.
* If you are a shift worker and book sessions on a weekly basis these need to be booked by completing a booking form each week.
* **Refunds cannot be paid for non-attendance. Cancelled sessions are subject to full charge if 7 days’ notice is not given.**
* All fees are inclusive of breakfast, a snack or evening meal depending on which session you choose. Drinks are available throughout the session.
* If you are running late to collect your child please notify the staff at After School Club. A £10 late fee will be added if you are more than 15 minutes late.
* Fee increases will be notified one month in advance.All fees will be reviewed annually.
* Parentpay is the only form of payment, no cash or cheques will be accepted, unless using the Drop-In Breakfast Club.
* You will not be charged for bank holidays, inset days or when the school is closed.
* Parents/Carers must supply After School Club staff with emergency contact numbers. It is up to parents/carers to inform staff of any changes.
* Children will not be allowed to leave after school club with an adult who is not named as a contact on their personal records unless prior arrangement and a password are provided.
* It is the responsibility of the parent/carer to ensure that staff are informed of any allergies their child may suffer from.
* Should a child be issued prescribed medication it is the responsibility of the parent/carer to notify the staff and to sign the necessary consent form if medicine needs to be administered during their time at Stoney Care Before and After School Club.
* If your child attends an after school activity club within school (ie Football Club/French Club) **instead of** Stoney Care After School Club, we are unable to hold that place open for you should another child need the place unless a half price retainer fee is paid. We can still collect your child from the activity club and take them to Stoney Care After School Club and fees will be the same.
* At the end of each month you will receive a statement of all the sessions attended and a total amount. This will show any extra sessions attended throughout the month and any outstanding balance that needs to be paid.
* Failure to pay your fees by the date requested will result in your child being withdrawn from Stoney Care Before and After School Club.
* If you have any queries regarding your bill please contact the main office.
* We want all of our children to enjoy their time at Stoney Care Before and After Club, we expect the highest standard of behaviour at all times.
* Failure to comply with the above conditions of booking may result in a loss of place.
* The decision of management on such matters will remain final.
* **TEL NO: 01827 896666 or after school club 07434 878317 Marie Alcock between the hours of 3.00-6.00pm**