



Dear Parents/Carers

## Breakfast and Afterschool Club Booking Information

- The booking form must be completed and returned to the School Office for any new bookings. The form can be found on the school website by going to the St Joseph's/Parent Handbook. Once a child attends either breakfast or after-school club, any changes to the original booking must be made in writing;
- One month's written notice must be given to cancel a child's place;
- Additional ad-hoc days may be booked providing space is available and on condition that your child is **already attending** one or more regular sessions at the club. All requests for additional ad-hoc sessions must be made in writing or by email 24 hours in advance. Verbal requests will not be accepted.
- We are unable to accept irregular ad hoc bookings for the month, bookings need to be set days that occur weekly.
- Charges of £3.50 per Breakfast club session and £7.50 to 5.00pm pm per Afterschool club session and £9.00 to 6.00pm pm per Afterschool club session will be required for all days booked during the month. Charges will be made in the case of non-attendance due to all absences, including illness or holiday. Payment of sessions is required by the 10th day of the month for which the sessions have been booked. We reserve the right to charge an admin fee of £5.00 if reminders are required. A place may be withdrawn if payment is not received following the reminders;
- Payment can be made either online via your child's Scopay account or using childcare vouchers;
- In the event that you are due a refund, this will be made via the original payment method;
- Please be aware that late collections at the 5.00pm after-school club session will change from £7.50 to £9.00.
- Please be aware that late collections at the 6.00pm after-school club session will incur a £5 charge.

**Breakfast Club** includes breakfast where children have a choice of cereals, toast, bread and preserves and milk. Water is available to drink at all times. A variety of art and craft, Lego and outdoor activities are available along with areas for quiet play and reading.

**After-School Club** includes a light tea along with some water. A menu is provided. Dietary needs are noted. A variety of art and craft activities, Lego and outdoor

*"We learn together in God's love by encouraging and supporting one another."*



activities are available along with areas for quiet play and reading. Older children are able to find a space to complete their home learning should they choose to do so.