

# Gainford CE Primary School

## After School Childcare Information for Parents

### Booking After School Childcare Sessions

A contract form will be sent home prior to every half term, which we ask you to complete with the dates and sessions you wish to book. Please can you ensure that this is completed and returned to the school office before the start of the new half term. It is essential that this is done, as office staff cannot assume you wish to continue with sessions from the previous half term.

If you wish to add sessions after that, please ensure that you contact the office as soon as possible, so that registers can be amended. See the After School Club policy for information regarding cancellations and refunds.

Late bookings can be made, but are dependent on the number of places available that day. Please phone the school when making late bookings, as emails may get missed. We can also confirm that there are places available.

Please do not make verbal requests to childcare staff, as they are not responsible for maintaining bookings.

### Costs

Parents must pay in advance for a place at the After School Childcare on their ParentPay account and complete a contract.

Charges are as follows:

3:30pm – 4:30pm	£4.50
4:30pm – 5:30pm	£3.50

### Payment

Payment should be made in advance for the coming week – i.e. every Friday morning. Payments should be made through ParentPay our online payment system. If Parents wish to pay with cash, they must request a barcode for After School Childcare from the school office. This barcode can then be used to pay cash at any Paypoint outlet.

Childcare vouchers are accepted for payment for After School Childcare. Please contact the school office for further information.

Payments for your After School Childcare sessions must be made in advance. Non-payment for childcare will result in your place at the club being lost.

### Activities

Art/Craft Activities

Playground games (weather permitting)

Board Games / Reading/ Fitness Activities

## **Meals**

If requested, children will be provided with a healthy snack, which is included in the price.

The snack will consist of:

- Healthy Sandwich (vegetarian option will be available)
- Fresh Fruit
- Water

## **Considerations**

### **1. Extra-Curricular Clubs**

If your child is attending an extra-curricular club in the main school between 3:30pm and 4:30pm, you will be charged the same as the first hour of After School Childcare, £4.50.

At the end of the extra-curricular club, your child will be taken to the Sunshine Room by a member of staff, and they will join the rest of the children in After School Childcare (if they are remaining in our care after 4:30pm).

## **Contacting the After School Club after Office Hours**

Should you have any problems collecting your child from the After School Club please telephone the school on the school number 01325 730274. There will still be someone available to answer your call.

## **Collecting your Child**

In the interests of safeguarding your child, please can you ensure that you inform the school office if someone other than the usual person is going to collect your child from After School Childcare.

Please can you ensure that your child is collected promptly from the 4:30pm – 5:30pm session as staff only work up until this time. If you collect your child after 5:30pm, you will be charged an additional £5 to cover extra staffing costs and their inconvenience.

## **Emergency Contacts / Medical and Allergy Information**

Please complete the attached form with details of your contact telephone numbers and also contact telephone number of a person who could collect your child from the After School Childcare in the event of early closure (i.e. due to excessive snowfall). List any medical and allergy information which affect your child.

# Gainford CE Primary School After School Childcare

## Pupil Information Sheet

Name of Pupil: .....

Date of Birth: .....

Address: .....  
.....  
.....

## Parental Contacts

Name: .....

Contact Telephone/Mobile .....  
.....

Name: .....

Contact Telephone/Mobile .....  
.....

## Emergency Contact (in case of closure)

Name: .....

Contact Telephone/Mobile .....  
.....

## Medical/Allergy/Dietary Information

Please list any medical, allergy or dietary information we need to know about your child

.....  
.....  
.....  
.....

Signed: .....

Name: .....

Date: .....