



# St Edmund's Catholic Primary School

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Headteacher: Mrs E Higgins



## THE CLUBHOUSE Before and After School Care

### **Bookings and Admissions Policy**

The following outlines the Booking and Admissions policy for St Edmund's Catholic Primary School breakfast and after school clubs. We will always strive to provide places at each of our clubs but there may be times when places are full and the club operates a waiting list (see waiting list procedure below) with new places being offered on a first-come, first-served basis.

### **Bookings**

Parents/guardians must contact the school about all places required in advance and by the booking deadline, and these must be paid for in advance to secure the places. Children who have not been booked in advance will be unable to attend our clubs. All bookings or registration enquiries must be made by emailing Mrs Millis at [nmillis@stedmunds.surrey.sch.uk](mailto:nmillis@stedmunds.surrey.sch.uk). The breakfast and after school clubs will accept both permanent and ad-hoc bookings.

**Please note that the after school club will not run on the last day of term, when school finishes at the earlier time of 2pm. On the Friday before half term, when school finishes at the normal time of 3.30pm, the club will run.**

### **Permanent Before/After School Club Bookings**

If your childcare requirements are permanent, ongoing and for the same days of the week, we strongly recommend signing up for a permanent place. This allows us to pre-book (and therefore guarantee) your child's places within our before or after school clubs, giving you the reassurance that the places you need will always be available to you. A 'permanent' place is considered to be a booking, for the same sessions (e.g. Monday, Wednesday, Friday) for a full half term period.

**All 'permanent places' are pre-booked in half term periods and all places must be paid for in advance by the last working day before the next half term period starts.** Every session that falls within the permanent booking must be paid for, even if a particular session is not required.

**Should you wish to cancel a permanent booking, a minimum written notice period of two weeks before the end of the current half term will be required. Failure to give adequate notice will result in fees being payable regardless of whether or not your child attends the club.**

### **Casual Bookings**

Once all of the permanent places have been offered, any remaining places at the club will be available to book on a first-come, first-served basis (casual places). The cut-off point for casual before and after school club bookings is 1pm the working day before, subject to availability. Please contact the school office by email or telephone to enquire about availability.

### **Fees and Charges**

The cost of the breakfast club is £6.75 per session and the club will run from 7.45am to 8.45am. The after school club will cost £14.50 and run from 3.30pm to 6pm.

Breakfast will be provided in the mornings (cereal, toast, juice, water, milk etc) and snacks (fruit, crumpets, crackers, yoghurts, juice, water, milk etc) in the afternoon.

### **Late Collection Charge**

If any child is collected from after school club after 6pm, there will be a charge of £10 for every 15 mins.

### **Childcare Vouchers**

As an Ofsted Registered Childcare provider, we are able to accept all types of childcare vouchers for payment towards places at our clubs. We are currently registered with the below providers. If you receive vouchers from another provider, please contact the school office to discuss.

<b>Childcare Voucher Provider</b>	<b>St Edmund's Account Number</b>
Fideliti	STE392C
Edenred	P21306176
Care 4	20644637
Computershare	0026747583
Enjoy Benefits	27854
Gemelli	ST6240
Faircare	SECS0621
Sodexo	912162
RG Childcare	31486790852

### **Absences**

You must inform us if your child is not attending a booked before or after school session. If your child is unwell please ensure you inform the school office by phone or email, in line with the school's Attendance Policy. If your child becomes unwell during the school day and goes home, please ensure we are informed by you if they are booked into After School Club that day. Fees will not be refunded for any absences.

### **Medicine/Medical conditions**

It is your responsibility to ensure that the club staff is aware of and kept up to date with any medical conditions which your child may have. Should your child require regular or ad hoc medication, please complete a medical form and return to the school office.

### **Collection**

All children must be signed in to breakfast club and out of after school club. If your child is going to be collected by someone other than their parent, please provide written notice to the school office.

### **Waiting Lists**

Where a session is oversubscribed, we will operate a waiting list. Priority will initially be given to children already using the club and their siblings. Thereafter, spaces will be allocated on a first-come, first-served basis. Should you wish to add your child to the waiting list, please contact the school office in writing. You will receive an acknowledgement of receipt and confirmation that your child has been added to the waiting list.