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January to April 2020

Dear Parents and Carers

We have pleasure in attaching a booking form for our After School Club for the Spring term 2020.

The After School Club will be based in the school hall and use the outdoor playground.

Opening hours – Opening hours will be from 3.15pm until 6pm. Due to our insurance policy collection needs to be at 6pm or before. Any lateness will result in additional costs.

Prices – The standard rate is £11.00 per day during term time only. Following receipt of your booking form, you will receive confirmation of your booking and an invoice. The invoice will set out a fee for the full term and will also provide a breakdown for a monthly payment option.

No refunds will be given, however if your child is absent due to illness or other 'exceptional circumstance' previously agreed with the head teacher, then we are able to carry forward a credit note.

Nursery children using their extended 30 hour child care entitlement for After School Club sessions will be charged £2.50 per session. An invoice for payment will be made in September. Nursery children not using their extended 30 hour child care entitlement will be charged the full £11.00 fee and should book via the school office.

If your child has not previously attended After School Club you will be required to complete a **contract and registration form** from the School office via e-mail office@totonbanksroad.notts.sch.uk. Unfortunately, without the completion of this form your child/children will not be able to attend.

Who is responsible for the day to day running of the club?

Stacey Hall is the ASC coordinator, holding a level 3 qualification to the post. Wendy Kinnear, Joy Topps and Deb Jones are the ASC assistants. All hold current Paediatric First Aid training certificates and the Basic Food Hygiene Certificate.

Who can attend?

Any child who is currently at Banks Road can make an application to attend our after school club. There are limited spaces per session (40). Children will be collected from their classes at 3.15 pm, or 3.30 pm. from the Nursery, and a register taken.

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: www.banksroadschool.co.uk

Children from Bispham Drive Junior School with a **sibling link** at Banks Road are also welcome to attend. In a similar format to our Breakfast Club, a member of staff will pick up children at Bispham Drive at 3:30 pm. and walk them down to Banks Road.

What activities do we offer?

Each week Afterschool Club has a different theme e.g. under the sea, transport, the 5 senses. Furniture, equipment and toys are provided for a range of activities. These include art, indoor and outdoor games, board games and puzzles, music and drama, reading and storytelling, imaginative play and quiet time such as television. The age of our children is considered so that activities are appropriate.

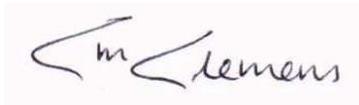
We can offer a range of activities to promote child development **through play**. There will be a balance of indoor and outdoor activities, weather permitting.

Are the children provided with food and drink?

Children will be provided with adequate food and drink, prepared on the premises by staff. Snacks will be healthy and nutritious and we will encourage a “family” type atmosphere. All food and drink will comply with dietary and religious requirements and with the school’s status as a “Healthy School”. Parents will submit an information form outlining religious requirements and allergies. Fresh drinking water is available to children at all times.

If you would like your child to attend, please complete the attached form. You will then be sent an application pack which must be completed prior to your child attending. All bookings must be paid in advance. As previously mentioned the limited spaces will mean that we will allocate spaces on a first come first serve basis.

Yours sincerely

A handwritten signature in black ink that reads "Carole Clemens". The signature is written in a cursive style with a large initial 'C'.

Carole Clemens
Head Teacher

BANKS ROAD INFANT & NURSERY SCHOOL AFTER SCHOOL CLUB BOOKING FORM

Child's Name:		Class:	
Child's Name:		Class:	

➤ Please mark with an 'X' the sessions you require to book for the term, then total up the number of sessions in the 'total' box.

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday
6 th January	ADMIN DAY	INSET DAY			
13 th January					
20 th January					
27 th January					
3 rd February					
10 th February					
17 th February	SCHOOL HOLIDAY				
24 th February					
2 nd March					
9 th March					
16 th March					
23 rd March					
30 th March					
Total					

Total Number of sessions booked:	Total Termly Cost: (number of sessions x £11)

➤ Please select as appropriate:

Please find enclosed my payment in the sum of £_____ by cash* / cheque* (*please delete) **OR**

I intent to pay by monthly instalments by cash or cheque* / Childcare Vouchers* (*please delete) **OR**

I intend to pay by childcare vouchers**

** If you intend to pay by a Childcare Voucher Scheme please identify your childcare providers by circling the relevant providers:

Edenred	Kiddivouchers	Tax-Free Childcare
Computershare	Salary Exchange	Busybee Benefit
Fideliti	Childcare plus	Sodexo

Please state your childcare reference number: _____

To enable us to allocate your payments correctly please ensure that you include your child's name and the reference "After School Club" in your provider narrative.

- Please return your completed form to the school office by Friday 7th December 2019, places will be allocated on a first come, first served basis.
- Following receipt of your booking form, we will send you confirmation of your booking and an invoice. The invoice will set out a fee for the full term and will also provide a breakdown for a monthly payment option. You will be charged only for the sessions when we are open; i.e. if you book regular Mondays and there is a bank holiday or INSET day, you will not be charged for that day.