



Freshfield Nursery School

After School Club – Further Extended Hours from 26th Feb 2018

Dear Parents

Our after school club is popular with parents and several parents have requested this facility's hours could be extended. We are pleased to announce that After School Club is extending its hours to 4.30 pm. **Parents can choose to either:**

Remain at 2.30 pm to 3.30 pm (1 hour daily) or extend from 2.30 pm to 4.30 pm (2 hours daily).

Please note that from 26th February children are to be collected from After School Club from the garden room (please use the gate buzzer to alert staff of your arrival). We hope that the use of this dedicated space for After School Club will support the various pick up times.

Costs

£5.50 per hour, payable half-termly in advance. The terms and conditions are listed below in line with our Charging Policy agreed by Governors.

Payment can be made on a half termly basis by cash/cheque or BACS. We will also accept payments via the 30 hours funding or from the childcare voucher scheme. Please see Mrs Longley for details.

Please note that if you wish to request a place we ask that you sign up for a full half term. Unfortunately we are unable to offer 1 off places.

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After school club extended hours

Child's Name	Registration Group	Request for After school club 2.30 pm to 3.30 pm (1 hour) Please tick which days				
		M	T	W	T	F
		Request for extended After school club 3.30 pm to 4.30 pm (2 hours) Please tick which days				
		M	T	W	T	F

I request a place for After School Club as above.

I have read and understood and agree to the terms and conditions as set out overleaf.

Payment Method (please delete as appropriate)	Funded via 30 hours Y/N	Paid for Y/N

Child's Name (PRINT)	Signature	Date

Kind regards

Mrs Jenny Martin
Headteacher

Terms and conditions

These places are on a strictly 'first come, first served' basis and places are limited to 20 children and the times of the after school club are 2.30 pm to 3.30 pm or 2.30 pm to 4.30 pm.

- The charge per weekly session is dependent on which session your child usually attends and the fees must be paid one half term in advance at the beginning of the half term.
- Invoices will be issued in the week preceding the half term due for payment.
- The amount to be paid for each half term will be specified in the invoice issued.
- Non-payment will result in the place being rescinded immediately.
- Once you have booked a place and paid the fee is non-refundable.
- Absence weeks are still payable. Long term absence or absence due to hospitalisation must be reported to the Headteacher.
- Places that are funded via the 30 hours scheme must be supported by a valid eligibility code.

Please note that if you wish to request a place we ask that you sign up for a full half term. We are unable to offer 1 off places unfortunately.