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April to July 2019

Dear Parent/Carers,

We have pleasure in attaching a booking form for our After School Club for the Summer term 2019.

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. 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.

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

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 3.15p.m, or 3.30 p.m. from the Nursery, and a register taken.

We have opened up the after school club to children from Bispham Junior School with a **sibling link** at Banks Road. In a similar format to our Breakfast Club, a member of staff will pick up children at Bispham at 3:30p.m. and walk them down to Banks Road.

What activities can 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.

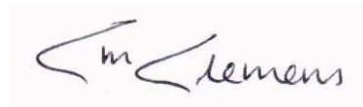
We can offer a range of activities to promote child development **through play**. There will be a balance of indoor and outdoor activities, weather permitting.

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 "m Clemens". The signature is written in a cursive style with a large 'm' and a long horizontal stroke.

Carole Clemens
Head Teacher

Banks Road Infant and Nursery School After School Club Booking Form

Child's Name: _____

Class: _____

Child's Name: _____

Class: _____

Instructions

- On the form below, please mark with an 'X' the sessions you require to book each week, then total up the number of sessions.

Week commencing:	Monday	Tuesday	Wednesday	Thursday	Friday
22 nd April 2019	BANK HOLIDAY				
29 th April 2019					
6 th May 2019	BANK HOLIDAY				
13 th May 2019					
20 th May 2019					
27 th May 2019	BANK HOLIDAY	SCHOOL HOLIDAY	SCHOOL HOLIDAY	SCHOOL HOLIDAY	SCHOOL HOLIDAY
3 rd June 2019					
10 th June 2019					
17 th June 2019					
24 th June 2019					INSET DAY
1 st July 2019	INSET DAY				
8 th July 2019					
15 th July 2019					
22 nd July 2019				SCHOOL HOLIDAY	SCHOOL HOLIDAY
TOTAL					

- Please return your completed form to the School Office by 29th March, places will be allocated on a first come, first served basis.

...continued overleaf

- Following our 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.

• Please select as appropriate:

Please find attached my payment in the sum of £_____ by *Cash / *Cheque (*please delete) **OR**

I intend to pay in full via Childcare Vouchers** **OR**

I intend to pay by monthly instalments via *Cash or Cheque / *Childcare Vouchers** (*please delete)

Office use only:

Signed by School Office confirming receipt of payment _____ (Office Administrator or ASC Co-ordinator)

Date: _____

****If you intend to pay by Childcare Voucher Scheme please complete the further questions below:**

Please identify your childcare providers: (circle relevant providers)

Edenred	Kiddivouchers	Tax-free Childcare
Computershare	Salary exchange	
Fideliti	Childcareplus	
Sodexo	Busybee Benefit	

Please state your childcare provider reference number _____

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