



'We want every child to be happy, caring and successful.'

Academic Year 2023/2024

Dear Parents/Carers

### Breakfast Club and After School Club 2023 - 2024

Cedars Primary School and Nursery's Breakfast Club and After School Club are run by Cedars Primary School and are managed on a daily basis by Sue Powell. The Breakfast Club and After School Club is available for children between the ages of three and eleven, who attend Cedars Primary School and Nursery. We aim to offer a safe, secure and relaxed environment for the children that attend the clubs. We maintain a staff/child ratio of 1:8 for children aged three.

#### Session Fees & Payments

Breakfast Club is £4.50 per session. After School Club is £11.00 per session.

The price is per session and per child and applies to all children. All places must be booked via the ParentPay system and non-attendance after the cut off period will still be charged.

#### Bookings and Payment Structure for Breakfast Club & After School Club

- Sessions are booked via the online ParentPay system, please see below for details of the booking process.
- Bookings can be made up to a half term in advance and are payable at the time of booking via the ParentPay system.
- All bookings and amendments must be made by Midnight 2 nights before the session, as follows:

| Day booking for: | Book by Midnight on previous: |
|------------------|-------------------------------|
| Monday           | Saturday                      |
| Tuesday          | Sunday                        |
| Wednesday        | Monday                        |
| Thursday         | Tuesday                       |
| Friday           | Wednesday                     |

#### Childcare Voucher and Tax Free Childcare Payments

You are able to pay with childcare vouchers or the Government's Tax Free Childcare Scheme. Once your payment has been made you must inform the School Office, via email, how much you need to be allocated to your Breakfast Club and After School Club accounts respectively. The funds will be transferred to your ParentPay account and you will be able to make bookings following the steps below. *Please note that childcare voucher payments can take more than a week to be received from your provider. You will not be able to book until these funds have been allocated.*



### Booking Process

Within your ParentPay account, sessions can be booked as follows:

- Click on your child's name
- Click on 'Clubs'
- Select either Breakfast Club or After School Club and click on 'View club'
- You will then be shown a calendar which will show you the sessions available to book. This will also show you how many spaces are left
- Click on the sessions required and then click 'Book selected sessions'
- You will then be asked to confirm the booking, there will be 15 minutes to pay for the sessions
- The items will then be in your basket to proceed with payment

🚦 Bookings for September 2023 are now open.

A registration form must be completed, signed and returned to the School Office before your child attends their first session.

Please find enclosed:

Breakfast and After School Club Terms and Conditions.  
Registration Form – to be completed, signed and returned.  
Payment Methods – for your reference.

If you have any queries, please contact Louisa Swannell (School Secretary) on 01908 610561.

Kind regards



Mrs Joanne Goldsmith