



## Breakfast and After School Club

Breakfast and After School Club is available at St Lawrence School. By booking a session all users agree to the terms and conditions listed below.

| Club        | Time available | Cost (£) |
|-------------|----------------|----------|
| Breakfast   | 7.45 – 8.30am  | 4.50     |
| Afterschool | 3.15 - 5.20pm  | 9.00     |

### General information:

- There are 39 places at breakfast club and 24 places at after school club.
- The children are given food to eat, games to play, and have other children and adults to talk with them.
- If your child goes to an after school activity club first, they will be collected from this activity club by the After School Club staff at the appropriate time.
- Children will be offered a snack and drink in line with required Food Trust standards. If your child has food allergies, please consult with the leader.
- Once in the After School Club, the same ethos and rules apply as during the school day.

If there is an emergency affecting pick up, please ring the After School Club mobile: 07342 564416.

- A minimum of one month's notice with a closure date at the end of a school term would be given in the event of the school closing the breakfast or afterschool club.

### Booking:

- Bookings for Breakfast and After School Club should be made on-line via Arbor in advance, sessions are available to book right up until the session start time (if the session is not already fully booked).
- If you cancel without a week's notice, there will be no refund. This also applies to swapping days booked. Please contact the school office if you wish to cancel a session.

### Payment:

- Payment must be made at the time of booking.
- We can take payments from the Government Tax Free Childcare scheme. Please contact the school office for information.
- If your child is absent for 5 consecutive school days or more, you may be entitled to a refund.
- **If you are late in collecting your child, there will be a late collection fee of £5.00 per family for any lateness between 5 and 15 minutes, with a further £5.00 charge for each additional 15 minute period. Lateness up to 5 minutes will generate a warning letter. After 2 warnings in any academic year the late collection fee will be charged from 0 minutes on any subsequent occasions.**