



BREAKFAST/AFTER SCHOOL CLUB PARENTAL INFORMATION

GUIDE 2019/20

DROP AND COLLECTION

Early Breakfast Club – 7.30am

Nursery, Reception and Year 1 – Children to be dropped off at the Community Rooms which are located behind the greenhouse, to the right of the school's main office.

Year 2 – Year 6 – Children to be dropped off at the main school hall access is from the main playground, the door to the left of the school office.

Breakfast Club – 8.00am

Nursery, Reception and Year 1 – Children to be dropped off at the Community Rooms which are located behind the greenhouse, to the right of the schools main office.

Year 2 – Year 6 – Children to be dropped off at the main school hall access is from the main playground, the door to the left of the school office.

After School Club – 3.15am- 5.40pm

Nursery, Reception, Year 1 – Children will be accompanied from their classes to the Community Rooms which are located behind the greenhouse, to the right of the schools main office.

Year 2 – Year 6 – Children will be accompanied from their classes to the Small Hall. Parents/Carers will be able to collect their child/children by the Reception Class entrance, which is accessed from the small playground.

LATE COLLECTION CHARGES after 5.40pm

Please ensure you call the school if for any reason you are unable to collect your child on time. There will be a charge of £3.00 for every 10 minutes that your child remains uncollected up to 6.10pm, at which point Children's Social Care will be contacted. Persistent lateness will result in the loss of your child's place

CHANGES TO INFORMATION

Please ensure that you keep us (The school office) updated with any changes to the information given in your registration form, particularly emergency contacts, medical information and permissions for who is able to collect your child.

PARENTS AGREEMENT FOR BREAKFAST/AFTER SCHOOL CLUB

All provision is payable in advance preferably via ParentPay, the fee for each half term will be placed on your child's account at the start of each half term. You may either pay weekly, monthly or half termly in

advance. Bookings for our Breakfast and Afterschool Club will automatically renew while your child attends the school unless you cancel your child's place.

If your child does not attend the Breakfast/After School Club as booked, you will still need to pay for the session. If the club is cancelled on behalf of the school due to circumstances beyond their control you will be refunded for the session. (Please note this would only happen in an extreme emergency that prevented the school being open.)

If we do not receive payments in advance either weekly, monthly or half termly you will be sent a text message to remind you of the balance. If we have still not received the correct payment you will receive a letter and an administration charge of £5.00 will be added to your balance per letter. Failure to pay the fees on time will result in the withdrawal of your child's place.

SIGNING IN & OUT

All children must be signed in to our Breakfast Club by a Parent/Carer and must be signed out from our Afterschool Club by an adult listed as a permitted collector on your booking form.

CANCELLATION

If you wish to cancel your child's place or reduce the hours your child attends, the **Notification of Changes Form** must be completed and either emailed to the office via office@alkrington.rochdale.sch.uk or handed to the office in person, **you will receive notification that we have received this**. Notice must be given at least two weeks before the start of the following half term, failure to provide written notice will result in full payment for the place until correct notification is received.

CONTACT

The After School Club team have a dedicated phone number for parents who need to contact them during club operational hours (3.00 – 5.40pm for the Afterschool Club)

The number is: **0161 655 6167**

You can also speak to someone in the office regarding the After School Club by telephoning the schools main number – 0161 643 6357 during office hours.

Please contact the School Office Administrator Mrs Nicola Gillett, in the school office at all other times in particular for changes to your bookings, payment queries, etc.

FEES & CHARGES

Provision	Daily Rate	Weekly Rate for 5 days a week
Early Breakfast Club 7.30am-9.00am	£4.50	£20.00
Breakfast Club 8.00am-9.00am	£2.50	£10.00
After School Club 3.15pm-5.40pm	£8.50	£38.00