



Dear Parent/Carer

IMPORTANT CHANGES TO ACE CLUB BOOKING – starting 4 March 2019

I am writing to inform you about the imminent change to the booking system at Ace Club and Breakfast Club/Drop-in. I am pleased to announce that we will be using an all-digital system that will make booking easier for parents. It also allows parents to see how many spaces are available for each session and can be changed or updated at any time and means that forms like our registration forms, dietary requirements and permission slips only need to be filled in once during your child's time at Meadowside Academy.

Any bookings for Monday 4 March onwards must be made using the new system. The link to the website is on the school website (as those keen eyed amongst you may have already spotted!) and is as follows <https://aceclub.kidsclubhq.co.uk/rdr?u=home>

Please register your child over this half term to avoid missing out on bookings, by clicking “Register Here”.

- Bookings can be made up to 8 hours prior to the session starting. Please note that a booking will now be required for 8am breakfast drop-in.
- If a booking is required with less than 8 hours' notice, it will be counted as an emergency booking and a 50% extra charge will be applied. Emergency bookings must be made via phone call to the front office.
- Cancellations made 24 hours before the session starting, via email to ace.club@meadowsideacademy.org or via phone call, will be refunded. However, if 24 hours' notice is not given the session will still be charged as normal.
- Payment for bookings is mandatory before each session starts.

Two types of bookings

There are two types of booking available:

1. Contract allows you to book regular sessions without the need for rebooking every term. For instance, if your child needs to be in Ace Club every Monday and Tuesday because of work commitments, you can set up a contract and they will be in for all available sessions on a Monday and Tuesday until you wish the contract to cease.
2. Ad-hoc booking allows you to book for one offs.

Please note that if you are using an I-pad you will need to have the screen in Portrait to see the whole screen.

Signing in/out

As you know child safety is extremely important to us at Ace Club. With the new system children will be signed in and out electronically. A member of staff will always be available to sign your children in/out via our tablet or computer system. This keeps our numbers live and up to date. It also means that registers are locked securely on our tablet and can only be accessed by staff members. The new system also allows for parents to set a collection password for those occasions when another family member or other adult is collecting your child.

As with any new system, there may be a few teething problems, but Mr Forrest is always available through school, via the office phone or via email at ace.club@meadowsideacademy.org should you experience any difficulties.

We hope that the new system makes it makes it easier for you to book your children into Breakfast and Ace Club and welcome any feedback.

Mr Forrest, Ace Club Co-ordinator

Mrs Maiden, Associate Head Teacher