



Cheddon Fitzpaine Church School

Rowford, Cheddon Fitzpaine, Taunton, Somerset. TA2 8JY



Telephone: 01823 451335
Fax: 01823 451683
Email: office@Cheddonbwmat.org
Web: www.cheddonbwmat.org

September 2016

Dear Parent/carer,

Firstly, a warm welcome to the Stay & Play Club for the new academic year, we are looking forward to a happy and fun year ahead!

We thought this would be a good time to remind existing parents and advise new parents of some key information relating to the club.

Collection/dropping of children

Breakfast Club opens at 8.00am, no earlier. Please ensure you sign your child in to Club on the register available in the kitchen.

Stay & Play sessions finish at 4.30pm and 6.00pm, depending on which you have booked. If you are late collecting your child from your booked session, you will either be charged £4.50 for the earlier session or £10.00 for the 6.00pm session, which is payable either at the time, or by the next school day. Please also ensure that you telephone the school to advise that you will be late so that staff are aware. If you are late collecting your child on more than two occasions within a half term period, the Club Manager has the right to withdraw your child's place.

Booking

Booking forms for the next half term will be issued around week three of the half term and a post will be put on the website to advise you (a copy of the booking form will also be available on the website). Named paper copies will be sent home via your child so please do ensure you check book bags for these forms. A completed paper form should then be returned to the Office for processing (we are no longer able to accept emailed forms.)

As you may be aware, both the Breakfast and After School clubs are in high demand and many sessions are fully booked. To ensure a fair booking system, forms are numbered on receipt and booked in order. You will receive an email to confirm your booking and to advise you of any sessions that may not have been booked. Your child will be placed on a waiting list for any such sessions and you will be advised if space becomes available.

Capacity

We have a limit of 30 children per Breakfast Club and After School session. This is due to the facilities we have (eg the school kitchen and the ability to produce healthy meals in bulk from this kitchen) and also the space available for the Club to operate within. The School buildings are very often in use after school for sport clubs, meetings and other activities which does have a knock on effect for the Club.

Cancellation of sessions

As stated earlier, the Clubs are both very busy; already this half term there are many sessions that are fully booked with waiting lists in place. If you no longer need a session, please would you ring the Office or email sap@cheddonbwmat.org to cancel so that we can offer the space to another child. This will also prevent Stay & Play staff having to check your child has been collected as they have not arrived at the session. Please also remember that sessions that are not cancelled with 24 hours' notice are still charged.

Invoicing

All invoices are issued in arrears, at the end of the half term in which sessions have been attended. Full payment is due by the end of school, usually on the first Thursday of the next half term. Dates are always clearly stated on the invoice.

If full payment is not received by the due date, a late payment invoice for £15.00 will be issued and both invoices will require immediate settlement. If payment is still not received, you will be advised that your child will not be able to attend any sessions until full payment has been made.

If you know you will not be able to make payment on time, it is essential that you speak to either of us to put in place the necessary agreement for late payment.



Cheddon Fitzpaine Church School

Rowford, Cheddon Fitzpaine, Taunton, Somerset. TA2 8JY



Telephone: 01823 451335
Fax: 01823 451683
Email: office@Cheddonbwmat.org
Web: www.cheddonbwmat.org

Methods of payment

At the moment, we are only able to accept payment by cash, cheque or childcare vouchers. We are looking into a system whereby we would be able to accept online payments and we are aiming to be able to introduce this by the end of this academic year/early next. More details will follow as soon as they are available.

Registration and Consent forms

Please find attached a Registration and Consent form for your child/ren. We need these forms completed each academic year so we can ensure the information and permissions we hold are up to date and for new children, that we have all the relevant information and permissions we need. Please would you ensure that you completed a form for any child that attends Club by Friday 16th September. Apologies that this will have undoubtedly have arrived home with lots of other paperwork but it is essential that we hold an up to date form. This form is available on the website but we do need a paper copy completed.

We think that's it but if you have any queries regarding any of the above, please do email sap@cheddonbwmat.org or speak to either of us after school.

Best wishes,

Mrs Claire Mort
Club Manager

Mrs Tracy Durrant
Club Administrator