

CASPERS – BREAKFAST AND AFTER SCHOOL CLUB

MAJOR CHANGE TO BOOKING AND PAYMENT SYSTEM

The following changes will apply to our school Breakfast and After School Club (CASPERs) from week commencing 30th April 2018.

CASPERs is registered with OFSTED to accommodate 32 children. Wraparound Care (Nursery only) can accommodate 16 children on any given day.

SESSION BOOKING AND PAYMENTS

All children must be booked into CASPERs prior to attending using the Booking Form available from the school office or the school website. Bookings must be made by Friday for sessions required for the following week. The week commencing section must be completed on the form. If you wish to book a number of weeks in advance, this can be completed on the Booking Form by stating how many weeks you will need.

For example - Week Commencing 30th April to Week Commencing 21st May. (4 weeks)

Bookings will not be taken verbally by any member of staff on the playground nor is it acceptable to write in your child's blue book that a place in CASPERs is needed.

Children not booked into CASPERs Afterschool Club must be collected at the end of the school day. Children not collected will not be allowed into the club and a telephone call will be made to parents/carers to collect your child.

Parents who turn up at Breakfast Club without prior bookings will not be allowed to leave their children in school.

The school office will be informed each day of availability of spare places. Once these places have been allocated no further children can be accepted.

PAYMENTS

Payments must be made on a weekly basis. If your account falls into arrears and you fail to pay following reminders then your child's reserved place will be suspended until payment is cleared and may result in your place being offered out to another child.

SIGNING IN

All children must be signed into Breakfast Club by an adult and signed out of After School Club by an adult. If another adult is collecting your child please inform a member of staff in advance.

OPENING TIMES

Can we remind parents that Breakfast Club starts at 7.30am and not before. Children will not be allowed access into the building before 7.30am.

After School Club starts at 3.30pm – 6.00pm.

STAFFING

Mrs Whalley (Manager), Mrs Twiss (BC Supervisor), Mrs Moran (ASC), Miss Moran (BC and ASC), Mrs Dodson (ASC), Miss Dean (BC) and Mrs Perkins (BC).