

Wrap Around Club January 2023

St. Joseph's

Catholic
Primary School



Booking and Payment Procedures

Booking

To enable us to plan for staffing numbers and resources children must be booked in via School Gateway for the following week for Breakfast and After-School Club by 4:00pm on a Friday. However, we do appreciate that emergencies do happen, so we are able to accept bookings at shorter notice, if spaces are available.

If you have booked your child into Breakfast or After-School Club and no longer require the place, cancellations should be made via School Gateway. We need to confirm which children will be attending After-School Club to ensure the safeguarding of our children.

You will be charged the full amount for a booked session if you have not cancelled.

Charges

Breakfast Club operates from 7:45am and is charged at £5 a session.

After School Club operates until 5:00pm and is charged at £6 a session.

Late charges

After School Club closes at 5:00pm and all children must be collected by this time. This is to ensure a safe environment for the children and staff as detailed in our Safeguarding Policy.

If your child is collected late between 5:00pm and 5:15pm we will impose a £5 charge. There will be an additional £5 charge for each 15 minutes thereafter.

If your child is collected late on more than 3 occasions, there will be a £5 charge for every 5 minutes after 5:00pm.

Outstanding payments

To enable us to operate the club efficiently all payments must be made in advance and any outstanding payments, including outstanding late collection charges, will result in the cancellation of bookings.

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