



Clifford
ALL SAINTS

C of E Primary School

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05/10/2022

Kids Club Update - Autumn 2022

Dear Parents/Carers,

This letter contains information and procedures for the Clifford All Saints Kids Club at both the Psalter Lane and Ringinglow Road site.

This has been communicated previously with all parents via a letter or the Kids Club leaflet in the starting school pack. Please take note as future bookings and invoices will factor all of the information below.

We have included new information for all parents/carers regarding Extra Curricular Activities.

Booking Forms:

We need booking forms to be sent to us before the start of each half term in advance so we can plan for your child to attend and make sure we are in the appropriate ratio as spaces are filling up fast over both sites.

Without a booking form sent to us, your child will not be able to attend the kids club. A new booking form is needed for every half term even if your child attends the same sessions every term.

The days selected on the original booking form we receive will be the days reflected on your invoice. The forms are available from the office, on the school website, from Kids Club and will also be emailed to parents/carers before the beginning of the next half term.

Extra Curricular Activities:

We have reviewed the payment for children attending both an Extra Curricular Activity and Clifford Kids Club on the same day. **Due to the session being shorter than usual, we will charge £5 for the session rather than the usual £11. The £5 charge will be per child, per session. This reduced fee only applies to children staying at Kids Club after their Extra Curricular Activities have finished.**

Normal sessions where your child does not attend an Extra Curricular Activity will be £11 per session per child as usual.

On the Autumn 2 Booking Form, that will be sent out to you at the end of this week, you will need to mark on the days which your child will be attending an Extra Curricular Activity and then attending the Clifford Kids Club afterwards. **If this is not marked onto the booking form, you will be charged for the full session.**

The Extra Curricular clubs currently running or due to run in the Autumn Term in school are:

Kids Love Yoga - Tuesday at Psalter Lane and Thursday at Ringinglow Road
Computer Xplorers - Thursday at Psalter Lane and Monday at Ringinglow Road
French Lessons - Psalter Lane Only on Fridays
Spanish Lessons- Ringinglow Road Only on Mondays
Orchestra - Every Tuesday at Ringinglow Road
Choir - Every Thursday at Ringinglow Road
SoccerEds- Ringinglow Road on Wednesdays (To be confirmed)

Cancellations:

Any cancellations made after we have received the booking form, need to be made at least 4 weeks in advance, this allows anyone who is waiting for a space on a particular day to be informed of availability for the session and appropriate staffing ratios to be in place. Any sessions cancelled 4 weeks or more in advance will be credited and the amount will be taken off the next half terms invoice. **Any sessions cancelled within the 4 weeks will not be credited as the space will be still taken by your child.**

Collection changes:

If someone else is collecting your child from the After School Club we must be told in advance, the latest being the morning of the day of change.

We need to know the details of the adult collecting your child, their name and relationship to your child if they are not already on your child's pick up list. For extra security, we will ask for a phrase/word to be given to the adult collecting your child and the same one to be given to school.

Late Collection charges:

If your child is collected late from the After School Club (after 5:45) there will be a charge.

On the first occasion you are late during a half term you will not be charged. If you know you will be late collecting your child, please let us know as soon as possible so we can let the After School Club Co-Ordinators and staff know.

The late charges are as follows: £5 for every five minutes late. This ensures the school can recover the full cost of staff who need to stay with the child who's being late collected and lock up the school building. If you have any questions or problems regarding anything stated in the letter, please contact us.

Many Thanks,
Clifford All Saints