



## **Castlecroft Out of Hours Club**

Our Out of Hours Club is based in the school dining room which can be found off the infant playground. We are open every morning from 7.30am until to 8.45am where the children are then escorted down to class. We offer the option for breakfast within that session too which includes a choice of cereal and or toast to eat with fruit juice, water or milk to drink. On a Friday Morning we offer the option of a sausage sandwich.

After school, we are open from 3.30pm until 5.45pm. We offer an afternoon snack of fruit and biscuits and a drink of water or squash when the children come down from class, drinks are available throughout the session. We serve tea if required around 4pm at an additional charge and we will post a menu on the school Facebook page at the start of the autumn term, and you can find a copy of the school website.

The club provides a safe and secure environment in which children of all ages have access to a range of play activities under the close supervision of qualified staff.

We offer a wide range of activities, including indoor and outdoor sports, games, arts and crafts, and creative activities. The main aim of the club is to create a safe environment in which children can have fun, allowing the Parents/Carers the peace of mind that comes from knowing that their children are enjoying themselves and being well cared for.

The cost of the Club is per session which is payable on ParentPay. We also are able to take payments through voucher schemes for more information on this please speak to Mrs Jones in the school office.

Sessions are charged at the following rates:

Session 1 7.30am – 8.45am £5.00

Breakfast £1.50

"We are all different, we are all special"



Session 2 3.30pm – 5.00pm £5.50

Session 3 5.00pm – 5.45pm £4.00

Tea £2.00

(FULL childcare package - £14.50 and with food £18.00)

Family reductions – Second child reduction of approx 15% not on food)

NB All charges are reviewed annually and will be reviewed July 2025.

## **We offer 2 options of booking your child in to Out of Hours Club.**

1. Block booking for the whole school year, this gives those who need the same arrangement each week peace of mind that their child has a confirmed place. This option requires you to give two weeks notice of cancellation and missed sessions are charged at the full session price. Block bookings will commence September 2024. Please note if you choose this option and your child attends an After School Club, if their club is cancelled and Out of Hours Club is full your child will be cared for within school until a place becomes available in club, or you are able to collect them.
2. This option is for those who don't require the regular slot. Children need to be booked in by email [e.majhu@castlecroftprimaryschool.co.uk](mailto:e.majhu@castlecroftprimaryschool.co.uk) or by text on 07961292237, no more than one week in advance and must include if your child requires breakfast or tea and a collection time for the afternoon sessions. You will always receive a reply acknowledging your booking. This option requires that any sessions that need to be cancelled are done so before the session starts and any missed sessions are charged at £1.50.

If you would like your child to attend Out of Hours Club either regularly or as and when please fill out and return the registration form attached, if you do decide Option 1 is what you require then please complete the attached block booking form and send this back as soon as possible to secure your booking. You will also find a copy of the charging policy please read and sign and return the slip as well.

If you have any more questions about our Our of Hours Club then please speak to any of the Club staff.

Yours sincerely,

**Mr A Dyall**

Head Teacher

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