

**IMPORTANT**

Forms will be sent out 2 weeks before the end of each term and MUST be returned before the last week of the term to ensure the register can be updated. This will mean that we know how many children to expect each day and will avoid over-subscription. It is imperative that children are booked in prior to their attendance. Payment should be made before the children attend each day and the following categories will be termed as an 'ad hoc' booking and incur an additional charge.

- Late and last minute bookings
- Unpaid bookings
- Children not booked in

We understand that children are prone to becoming ill at times and to allow for this we will be introducing a 'Credit Note' for the session/sessions the child is off sick. This only applies to those children who do not attend school that day due to sickness or who are sent home ill and WILL NOT apply to those taken home early for any other reason or picked up by someone else.

Those paying termly or half termly will be allowed to make reasonable changes, with days being transferable should the need arise, without any loss of money.

**BREAKFAST AND AFTER-SCHOOL CLUB**

**WEEK COMMENCING:**.....

Please tick which sessions are required and indicate any late ASC sessions.

Child's Name:.....

	MON	TUE	WEDS	THURS	FRI
Breakfast Club					
ASC 3.30-4.00 pm					
ASC 3.30-4.30 pm					
ASC 3.30-5.00 pm					
ASC 3.30-5.30 pm					
ASC 3.30-6.00 pm					

Class:.....

CHEQUE/CASH ENCLOSED FOR £.....

Please note cheques made payable to Bramingham Primary School

**BRAMINGHAM PRIMARY  
SCHOOL  
BREAKFAST AND AFTER-  
SCHOOL CLUBS**

**INFORMATION  
AND  
PRICES  
SEPTEMBER 2016-2017**



Freeman Ave  
Luton  
Beds  
LU3 4BL  
Phone: 01582 617500

## AIMS OF THE CLUBS

To provide the necessary facilities for daily care, recreation and education of children during out of school hours. To provide a service to meet a community need and at the same time provide children with a worthwhile valuable experience.

## ACTIVITIES

The clubs take place at Bramingham Primary School, in the 'Dell'. There are facilities for the clubs to expand and other rooms to be used should there be a need. At present the clubs are available during term time only. The clubs provide a variety of activities, offering opportunities for children to play, learn and be creative. If parents would like their children to complete homework tasks during the After-school Club then this will be possible.

We have brick building, computers, a quiet corner, colouring and painting. When the weather is nice we play outside for fresh air. Sometimes we make things to be taken home. All in all we have quite a varied amount of items to entertain the children.

## FOOD

Food is available at both clubs and for breakfast we offer a variety of cereals and toast with butter, jam, or marmite.

At the After-school Club we offer a variety of evening snacks including, beans on toast, noodles, yoghurts, fruit and salad.

We can also take into account those children who have special dietary needs i.e no pork, beef or dairy. You just need to fill in your requirements on the separate information form.

## STAFF AND COMMITTEE

The Committee consists of parents, staff and governors. The Breakfast Club and After-school Clubs are led and managed by Mrs Christine Whale. She is the person to see if you have any questions about the children, the food and the activities. Mrs Whale or Mrs Jo Cook take the money and deal with any queries regarding bookings and payments.

## FEES AND PAYMENTS

All payments must be made in advance weekly or half-termly. Non-payment will result in a loss of place. Individual situations will be considered by the Committee. The Committee's decision is final.

Children will be required to send in their money in named envelopes enclosing the named payment slips available from the school office. Money will be collected in by the class teacher in the usual way. **Late collection of children will incur additional charges.** Payments should be made by cheque or cash. Cheques should be made payable to Bramingham Primary School. A receipt for payment should be requested from the school office.

**Absence/Holiday Notice Charge:** Please notify the club at your earliest knowledge of your child's absence. The club requires at least one week's notice of absence. If insufficient notice is given the parent will be required to pay during their child's absence.

I have read the above information and agree to the specified conditions:

Signed:..... Name:.....

Child's Name:.....

## Breakfast and After-school Club

### PRICES

#### After-school Club

	(£1.00 per child)		
	(1st child)	(2nd etc)	(Late payment)
3.30-4.00 pm			
3.30-4.30 pm	£3.50	£3.30	£3.75
3.30-5.00 pm	£5.25	£4.95	£5.50
3.30-5.30 pm	£7.00	£6.60	£7.25
3.30-6.00 pm	£8.75	£8.25	£9.00

### IMPORTANT

**PLEASE REMEMBER WE CLOSE AT 6PM**

**Late pick-ups will be charged at £4.50 for each 15 mins past 6 pm**

**Breakfast Club - £2.00 per session**

**BREAKFAST CLUB OPENS AT 7.45 AM  
THE DOORS WILL NOT BE OPEN  
UNTIL THIS TIME**