

Dear Afterschool Parents,
Here is some information about the afterschool club to help with booking and paying.

Charges.

The price per hour is £4.00 you are charged for the first hour from the time your child attends.

After this you are then charged every quarter of the hour. If you are over the quarter of hour, you will be charged for the next –

For example, 4.35pm will be rounded up to 4.45pm and so on.

Parents who continually collect their child after 5.30pm will be charged £25.00, to cover staff costs. This will be added to their bill. We are sympathetic to late collection, for situations or circumstances that are out of your control.

Payments

All payments can be made via bank, child care vouchers or cash we don't accept cheques. We will inform you when old £20.00 cannot be used.

All payments have to be made in advance to ensure you have enough credit to cover you for your expected weekly hours.

Bank details are 09-01-28. 70015718. Holmer Preschool.

Late payments will result in your child losing their place to free up spaces for parents who are in credit and may need additional hours or last-minute sessions.

Children will not be allowed to attend if you have no credit on the account, you will be contacted to inform you that your child will need to be collected after the school day which is either 3.15pm.

Bookings

Where possible spaces have to be booked or cancelled 24 hours in advance, except for a Monday morning. We will however accommodate those that need a space due to an emergency or situation out of their control.

Parents will be charged for their session if they do not cancel their child's space, as we have a limit of 40 children per day. Booked spaces means we can't accommodate other parents wishing to access sessions if we are fully booked on that day.

Ticking in and out sheets.

Children's times of arrival and the time they leave are recorded both on a register and on a sheet that records the hours they do per session.

Staff are very efficient in recording the correct times as they understand that it impacts on your weekly bills.

If you would like to see a copy of your child's sheet, please inform a member of staff and a copy will be sent home with your child.

Bills, Emails and Texts

You will receive one of the following if you do not have enough credit on your account for your child to attend.

You will be informed 2 weeks in advance to allow time for you to make payments. We know from past experiences that this time is needed for some, as often parents forget and this results in their child not being able to attend due to lack of funds.

If you feel you can ensure payments on time and do not wish to receive reminders, please let a member of staff know. Again, credit will need to be on your account or your child will not be allowed to attend.

Final Warnings.

You will lose your child's space if you continually have to be reminded to pay or are continually late with payments.

Reminding parents takes up a considerable amount of time and is unfair to parents who make the effort to ensure payments are kept up to date.

After School Clubs

If your child attends a club in the school, you are charged for the first hour that your child would normally attend. This is due to keeping a place open for your child whilst they attend the clubs.

Snack

Please send a small snack and drink in with your child to have whilst they are at afterschool. It is a long time from lunch at 12pm and after a long day at school, they are hungry and need a little something to keep them going to supper time.

I hope this helps and answers some of your questions or concerns. Any other queries feel free to email or ring me on 07713578129 or holmerpreschool@aol.com and I will be happy to discuss any further queries.

PLEASE KEEP THIS LETTER FOR YOUR INFORMATION ON PAYMENTS .

Kind Regards
Clair Stenhouse
Manager.