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23<sup>rd</sup> November 2018

Dear Parent / Carer,

## RE: Extended Provision – Breakfast & After School Club

We are writing to update and remind you of our Breakfast Club, Out of Hours Club and Pupils Not Collected Policies. These are available on our website at [www.stanfordschool.org/office/policies.html](http://www.stanfordschool.org/office/policies.html) or if you would prefer a hard copy please request one from the office.

### Please be reminded that:

- We now operate an online booking and payment system, if you haven't registered yet please request your access code from the office and go to [www.scopay.com](http://www.scopay.com)
- Fees due are payable in advance and payments can be made online or by cash or cheque (made payable to Stanford School), bookings will only be taken with payment whether online or in the office
- From 1<sup>st</sup> January 2019 we will be moving to 100% online bookings and payments for the club, any problems registering or logging on please see the school business manager
- Cancellation of places requires 48hrs notice, fees will still be due if cancelled within this time period
- When booking please allow the minimum 24 hours' notice, this allows us to ensure staffing is in place. Same day bookings will only be taken in emergencies. Bookings and amendments are preferably done online
- When booking please ensure you enter the correct time slot as staffing is arranged according to bookings placed and incorrect information may result in staff not being in place
- Late payment fees may apply at 10%
- Late collection of children will be charged at the next session rate, continued late collection may result in a fine of up to £10.00
- Children will not be admitted without a booking and may be turned away if we are fully booked
- Childcare vouchers are accepted
- Flexibility will be given under reasonable circumstances to try and accommodate parents / carers please discuss with the school business manager

We thank you for your cooperation with this and hope to continue providing this service at the most competitive rates, the school does not make a profit to try and keep costs as low as possible. If you have any questions or queries please do not hesitate to ask.

Kind regards

**Dawn King**  
School Business Manager

Please can you sign the attached declaration and return to the office

**The Club - Parent Declaration**

I understand that by signing this declaration that I agree with the following conditions and have been made aware of the following information:

- I have read and understood the fee structure including payment dates and methods
- I understand I have access to the schools policies and procedures on the school website and agree to abide by them
- I understand I may withdraw my child from pre-booked sessions at any time giving 48hrs written notice

Childs Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

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