

Middleforth C of E Primary School

Hill Road South

Penwortham

Preston

PR1 9YE

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Headteacher

Mrs C E Adams BA (Hons)

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Wraparound Care Terms and Conditions

- Sessions and Charges

Breakfast Club

- Breakfast Club 7.30am – 8.45am £3.00
- Early Birds 8.30am – 8.45am £1.00 (pay on arrival)

After School Club

1. 3.15pm – 4.15pm £4.00
2. 4.15pm – 5.00pm £1.50
3. 5.00pm – 5.45pm £1.50
 - Late collection fee £5.00

Bookings

- All bookings should be made online via Scopay <https://www.scopay.com/Middleforth>
- Please book as early as possible as places cannot be automatically guaranteed due to the staff ratios. We will however make every effort to ensure all your child care needs are met
- Bookings 'on the day' can only be made by calling the school office however there must be *credit on the account*

Cancellations

- Cancellations must be made online via Scopay <https://www.scopay.com/Middleforth> by removing the original booking
- The deadline for cancelling a booking is before midnight the day before e.g. For a Monday cancellation this must be actioned by 11.59pm on Sunday
- Cancellations cannot be made retrospectively
- If you do not need a session please cancel your place as soon as possible as there may be other children waiting for a place
- If your child is chosen to represent school at an event please ensure you cancel your child's place online

Payments

- All services must be paid for at the time of booking or in advance. Payments can be made in cash, by cheque (payable to Middleforth CE Primary School), by credit/debit card using the online payment system or through a childcare provider online payment scheme.
- If you have not yet registered to use the online payment system please contact the school office for registration details and a link code.



Breakfast Club

- Parents / Carers must bring their children into Breakfast Club and sign them in on the attendance register
- A variety of breakfast foods are available along with a range of activities
- Breakfast is not included for children attending the Early Birds

After School Club

- The after school play leaders inform the class teachers which children will be attending the after school sessions prior to the end of the school day
- Children transfer to the School Hall for registration at the end of the school day.
- Refreshments are served to all children after registration
- Parents / Carers should collect their child from the main school entrance. Please use the video doorbell on the right hand side as you enter.
- All children should be signed out when they are collected with the time they leave.
- Children can be collected by any of the contacts that you have declared as having permission to collect your child from school.
- If one of these contacts are unable to collect your child for any reason, please contact school to advise who will be collecting your child. A password will be issued to you which you must give to the person collecting your child.
- Children should be collected promptly at the end of the session. Children collected late will automatically be recorded as attending the next session and you will be charged accordingly.
- There is an additional charge of £5 for children collected after 5.45pm.

Updated 1st September 2018