



Dear Parents

July 2020

Below are further details of the fees and admissions arrangements for St Mary's Out Of School Club Thornbury.

We require a £10 registration fee per child on registration which may be paid by Paypal online at www.oosc.co.uk/registration. We also require a completed online [Child Registration Form](#) per child to provide us with the information we are required to keep on the premises whilst children attend the club as well as a signed **Parent Contract**. All forms, policies and our Privacy Notice may be found on our website www.oosc.co.uk **after login**.

<u>Opening hours: Monday to Friday, Term time</u>			
Breakfast Club	7.40am – 8.45am	After School Club	3.20pm – 6.00pm

Children may be collected from the After School Club at any time before 6:00pm but **please be aware that collection after 6:00pm will incur a £3.00 fine per child, increasing by £3 every 5 minutes.**

<u>Fees:</u>
Parents of pre-booked, regular users will be charged per month over 11 months (as below)
Please reference your payments with your customer reference number starting with the 4-digit club code SMTH
Occasional / additional bookings: £10.75 after school / £6.50 breakfast club subject to availability
Emergency, Same-day bookings (after school) subject to availability: £12.50 (no reductions)
Holiday Club £26.00 8am-6pm St Helens School, Alveston

For regular use we operate a **11-monthly payment schedule September 2020 to July 2021**, based on the annual 190 teaching days per year. For ease of payment, fees are averaged out over 11 months and are due in advance by **the 7th of each month**, and calculated based on the number of sessions attending per week: **Fees are payable from 1st September to guarantee places.**

Days per week, Breakfast club	Monthly fee £	Two children £	Three children £ (3rd half price)	Breakfast club prices held at 2019/20 rate
1	£ 18.50	£ 37.00	£ 46.25	
2	£ 37.00	£ 74.00	£ 92.50	
3	£ 55.50	£111.00	£138.75	
4	£ 74.00	£148.00	£185.00	
5	£ 92.50	£185.00	£231.25	
Days per week, After school	Monthly fee £	Two children £	Three children £ (3 rd half price)	
1	£ 34.60	£ 69.20	£ 86.50	
2	£ 69.20	£ 138.40	£ 173.00	
3	£ 103.80	£ 207.60	£ 259.50	
4	£ 138.40	£ 276.80	£ 346.00	
5	£ 173.00	£ 346.00	£ 432.50	

You are not charged for Bank Holidays or In-service days. Please do not ask to swap regular days as we cannot accommodate this.

Regular User fees are paid by setting up a **11 month** Standing Order or by Childcare Voucher transfer. *Childcare vouchers are a tax-free way to pay, and we are registered to accept several different voucher providers including the Government Tax Free scheme. Speak to your employer and save money on your fees.* Payment is to be made by 7th of each month or a 10% fine added. Payment by Standing Order, voucher or bank transfer only please – our bank details are available on request:

OOSC Acc No: xxxxxx97 SortCode:xx-32

For **Occasional** or **Additional use** (not the same days every week, or not every week) please book online by Paypal or advance childcare voucher transfer. These are bookable up to 10pm the day before the session, subject to availability. For **Emergency same-day bookings (subject to availability)**, please email admin@oosc.co.uk or phone the contact numbers below. Payment is to be made by BACS only (OOSC xxxxxx97 xx-xx-32). Please see our **Terms and Conditions** and our **Admissions and Fees Policy** for further details of fee-paying.

Please be aware of the following: As stated in our Fees policy –

1. **Cancellations, absence through illness and holidays taken in term time are to be paid for.**
2. **All occasional or additional booked sessions are to be paid for in advance.**
3. **Four weeks' notice is required for alterations and cancellation of a regular booking.**

Arrangements for child arrival at Breakfast club:

Children may arrive any time from 7.40am. Please use the intercom located on the left hand side of the main door, make contact with a staff member and we will come and meet you to sign your child(ren) in. Our Club mobile number for use during club hours is **07935754735**

Please let us know if they have already had breakfast: we will provide a healthy breakfast of toast, cereal and fruit juice included in the session fee.

Arrangements for entering the classroom from Breakfast club:

Children in Year R, 1 and 2 will be escorted to their classrooms by a staff member when the bell rings. Older children will make their own way to the classrooms.

Arrangements for child arrival at After School club:

At the end of the school day, children attending the club will be brought to the Key Stage One technology room, where they will be registered on arrival. Children in Year One and two will come in with Mrs Teresa Hind, our club Supervisor.

If your child appears distressed or we have any concerns about their attendance, we will contact you. Please ensure that your child's class teacher and your child are aware that they will be attending the club. From 3.20-4.15pm (or after any school clubs) children will be served a light snack such as toast with fruit. This is included in the session fee. Please let us know if your child has any specific dietary requirements.

Usual Arrangements for child collection from After School club :

Children are collected from the Key Stage One technology room via the school office. We have an intercom located on the left hand side of the main door. Please make contact with a staff member and we will come and meet you to come in and sign your child(ren) out. Our Club mobile number for use during club hours is **07935754735**

Illness:

Please be aware that children will not be accepted at the club if they are ill. If a child arrives at the club and is suffering from sickness, diarrhoea or has an infectious condition, parents will be notified immediately to collect their child. In line with the South Gloucestershire Schools' policy we cannot accept children at the club within 48 hours of sickness or diarrhoea. We cannot administer any medication unless we have consent. If you wish us to administer medication please ask for an *Administering Medication form* which you will need to complete and return to us at the club with the clearly labelled medication. All medication will be stored out of reach and only administered by a qualified first aider.

Coronavirus update at July 2020:

OOSC follow the current [government guidance](#) for out of school clubs. Further details of our revised operational procedures are regularly updated on our website and available to view [here](#). Children regularly wash their hands on arrival, before and after they eat and before leaving the club. Parents and carers must remain off-site as much as possible. If your child experiences any symptoms of Covid-19 please follow the current [public health guidance](#).

There will be lots of games and activities on offer at the club and children will be supported in their play, indoors and outdoors. We look forward to welcoming your child(ren) to the club on their start date. Please let us know if they have any particular interests that we can extend at the club. Please do not hesitate to contact us if you require any further information.

Kind regards

Cath, Teresa, Jen and the OOSC team