From September 2020 Lane Green First School are delighted to be able to continue to offer before and after school care on site for pupils who attend this school.

This safe and secure care will be held in the School Hall and provide children with access to both indoor and outdoor facilities as the weather allows.

<u>Before School Club</u> begins at 8.00 am. All children will need to arrive between 8.00 - 8.10 am. Booking <u>is</u> required in advance. Money must be uploaded in advance via Parent Pay as payment will be taken straight after attendance at the club. Please note no food will be provided so children must have breakfast before arriving. This will be reviewed in October.

## After School

We offer after school care from 3.15 - 5.30 pm Monday to Friday, term time only.

Places must be booked in advance via the booking form and returned to the School Office. Regular slots can be booked in advance for the half-term ahead. One off sessions can be booked if available via the School Office.

The charges for After School Club are as follows:

3.15 - 4.30 pm - £5.00

 $3.15 - 5.30 \, \text{pm} - £8.00$ 

Money must be uploaded in advance via Parent Pay as payment will be taken the morning after attendance at after school club. Payment for the last day of term may be taken during the school holiday or on the first day of the next term.

Please note we reserve the right to charge for any session that has been booked but this child did not attend.

If you wish to change your booking, it is essential you contact the office as soon as possible.

## Late Collection

If you are late collecting your child after 5.30 pm there will be a late payment charge of £5.00 per 15 minutes late. If you have booked a session until 4.30 pm and are more than 5 minutes late you will be eligible for the next price bracket.

In the Autumn term, places will be limited to 30 and allocated on a first come, first served booking system. Booking forms need to be returned to <a href="mailto:office2@lanegreen.staffs.sch.uk">office2@lanegreen.staffs.sch.uk</a>. Confirmation of places will be sent by Mrs Wallbank.