



GREAT MISSENDEN CHURCH OF ENGLAND COMBINED SCHOOL

JELLY BEANS BREAKFAST AND AFTER SCHOOL CLUBS

Information for parents – September 25.26

Breakfast Club

- Runs from 7.30am to 8.50am every day the school is open.
- The Club takes place in the dining room and is open to children aged 3 to 11 years.
- Full sessions (7.30-8.50am) and 1-hour sessions (7.50-8.50) are available.
- A snack/breakfast is available if parents request this.
- Bookings cost £9 per full session and £7 for an hour session.
- Children must be signed in by an adult at the start of the breakfast club and will only be admitted if a booking has been made. No drop-in sessions are allowed.

After School Club (PLEASE NOTE EMERGENCY NUMBER: 07842571781 – for use after 3.15pm)

- Runs from 3.15pm to 6.00pm every day the school is open, apart from the last day of each term.
- The Club takes place in the dining room and is open to children aged 3 to 11 years
- 1-hour sessions (3.15-4.15pm) and full sessions (3.15- 6.00pm).
- A nutritious healthy snack is included in the full session price.
- Bookings cost £7 for a 1-hour session and £18 for a full session.
- All children will be signed out by an authorised adult.

Key Information

Registration, how to book and pay

- If you would like your child/children to attend The Club please complete the registration form. All children must be registered prior to attending the clubs and T&Cs consented to on Arbor.
- All sessions must be booked using the School Gateway system.
- There are two ways to access School Gateway download the app from your app store (Android and iPhone), or visit the website: www.schoolgateway.com and click "New User". You'll receive a text message with a PIN. Use this PIN to login to School Gateway.
- Once sessions are booked, payment is due immediately. Payment can be made using a debit or credit card, or direct transfer via School Gateway or by using child care vouchers.
- Childcare vouchers are credited to accounts on a twice monthly basis.

Childcare Vouchers

If paying by childcare vouchers, please also email ampmclubs@gmglt.co.uk when you have assigned your vouchers to let us know how you would like the money proportioned between the Breakfast and After School Club. When the



funds from the childcare vouchers reach the school bank account they will be assigned to your Jellies Breakfast or After School account in School Gateway as a credit. (This will happen at least every two weeks during term time.) You can then draw down from this credit to book your childcare sessions. If your credit from childcare vouchers does not cover the cost of the sessions you are booking you will need to pay the difference at the time of booking.

Cancellations

Any booked sessions that are cancelled with less than 5 days will be fully chargeable at the relevant session rate. There will be no refund or reduction of fees for the cancellation or non-attendance of a pre-booked session, unless at least 5 days' notice (excluding weekends), is given.

Via the booking system, Gateway, you will be able to directly cancel and make changes to your booking up until the booking cut off time, 5 days before the session.

Late Booking & Amendment fee

If you need to make changes to bookings with less than 5 days notice, please contact the school office on ampmclubs@gmglt.co.uk or call 01494 862310. Any booking amendments or new bookings within less than 5 working days will incur an admin fee of £2 per session in addition to any charges incurred above. New bookings will only be made if your account is in credit.

Early/Late & Emergency Booking Charges

Breakfast Club

If a parent books an hour Breakfast Club session (07.50 to 08.50) and child arrives before 07.50, a full session charge will be incurred.

Afterschool Club

Half session:

If a parent/carer is 15 minutes or more late collecting a child/ren at The Club after 16:15, the full session charge of £18 will be incurred.

Full Session:

If a parent/carer is late collecting a child/ren from The Club after 18:00, a fine of £10 will be charged for up to the first 15 mins, and a further £20 for each subsequent 15 mins. The charge is made per child and on each occasion.

Non-Booking & Emergency Sessions

If a parent fails to book their child into the Jellies afterschool club and/or, the child is not collected by 3.30pm, the child will be sent to Jellies afterschool club and charged a full session at £18 plus a £2 administration fee.

If collection/bookings/emergency sessions continue, their childcare place may be revoked. The fees are to cover staffing and admin costs. In the event of no one arriving to collect the child, a member of staff will ring the parents, then the emergency contact numbers. If we are unable to contact anyone to collect the child/ren, social services will be contacted after approximately one hour.

All children will be signed in/out from the Club by the authorised adult.

Policies and Procedures

Please read Policies and Procedures on School Website (Extended Services) for relevant charges and full information.