

# Barcombe Bubble

## After School Club

**Monday – Thursday: 3.20 - 5.30 pm**

**Shorter sessions available (see information below)**

### **PARENT /CARER INFORMATION LEAFLET**

#### **Introduction**

The Barcombe Bubble After School Club aims to provide excellent childcare for children in Reception through to Year 6. It is run in line with the values and ethos of Barcombe CE Primary School.

The Barcombe Bubble After School Club provides a 'homely' atmosphere with time for relaxation, activities and a snack time. In addition, drinks and fruit are available throughout the session. The club is based in the Bubble, but this is not exclusive and the children will be able to use other rooms and facilities within the school dependent on the activities the children are enjoying.

#### **Opening Times**

The club runs from **3.20pm - 5.30pm** on **Monday to Thursday** during term time with different length sessions on offer.

The club is not open on INSET days or if the school is closed for any other reason.

#### **Refunds**

Refunds will only be given in exceptional circumstances at the discretion of the Executive Head Teacher, or for absence due to illness of more than two days.

#### **Places**

The Barcombe Bubble After School Club has 15 places per day available. If there is sufficient demand, we will try to create additional spaces, dependent on staffing and room availability. If there is insufficient demand, or other problems, the club will close. Should this be the case, we will give a minimum of six weeks' notice.

#### **Cost**

For bookings made and paid for by the end of the previous week.

Full session: **3.20pm - 5.30pm: £9.50**

Half session: **3.20pm - 4.30pm: £5.00**

**4.00pm - 5.30pm** (following an after school club): **£5.70**

For ad-hoc sessions, if available (not booked the previous week.

Full session **3.20pm - 5.30pm: £11.00**

Half session: **3.20pm - 4.30pm: £5.50**

**4.00pm – 5.30pm** (following an after school club): **£6.60**

These sessions will need to be booked and paid for by 3pm the day before the place is needed.

All sessions must be paid for at least one day in advance.

The school will give at least 4 weeks' notice of any cost increase.

We are happy to receive child care vouchers. Please see Mrs Hill, our federation business manager for further information.

#### **Late Collection Charges**

If you are late collecting your child you may incur a charge.

#### **Contacting Barcombe Bubble After School Club**

Between 3pm and 5:45pm staff at the club can be contacted on 07394 908065.

**Booking and Payment:**

Please complete and return the attached form, and pay on line by parent pay in the usual way. Bookings can be made up to one term in advance e.g. in Term 1 for Term 2.

Please note that bookings will only be secured once payment has been made. Should you book and pay but a place is not available, you will be notified and a full refund given

Additional booking forms are available from the school office.

We do not need any other forms to be completed as we have details of medical conditions, emergency contacts etc. in school already.

**All bookings are strictly on a first come first served basis.** Siblings will be given priority when appropriate.

**Collecting Your Child**

The club is based in 'The Bubble' and you should collect your child from there. Please enter the school grounds and come round to the Bubble door.

**Supervision**

Barcombe Bubble After School Club is led by school staff who are already working in a support role in the school. There are trained first aiders either supervising the club, or on site. If a child has Special Educational Needs we are not able to supply the same level of support as in the school day. You may wish to consider this, or talk with us, before booking a place for your child if this is relevant to you.

We expect the same standard of behaviour and courtesy from children at the Barcombe Bubble After School Club as in the school day. If your child is not able to show this they may not be allowed to attend the club.

**Other Information**

Please contact the Executive Head Teacher or Head of School if you have any suggestions or complaints. If you have any questions, please ask at the school office.