Sunrise and Sunset Club – Important Information

With effect from 1st March 2017 there will be a change to some of the terms of the Sunrise and Sunset Club as follows:

Booking Forms

These will be emailed to parents along with the previous months invoice. Paper copies are also available from the school office or the Sunrise & Sunset Club. Any child wishing to attend the club must complete a form for the appropriate month. There will be a date on the booking form stating when it must be returned by (usually one week before the start of the month).

Places in the club will be limited to 35. These will be issued on a first come, first served basis. Please be aware that if our numbers exceed this amount and you have not booked, then we will have to turn your child away.

Payment and Charges

Whilst the cost for sessions will remain the same for children who have been booked in via a booking form, there will be additional costs for late bookings and cancellations made less than **48 hours** prior to a session as follows:

	Standard Cost using Booking	**Cost for bookings made within 48 hrs**
AM sessions (from 7.30am)	**£4.00**	**£6.00**
AM sessions (eldest child discount)	**£3.60**	**£6.00**
PM sessions (until 6pm)	**£7.00**	**£9.00**
PM sessions (eldest child discount)	**£6.30**	**£9.00**
Shortday PM sessions (until 4.30pm)	**£3.00**	**£5.00**
EAT sessions (4.30pm until 6pm)	**£4.00**	**£6.00**
Late charge after 6pm	**£10.00**	**£12.00**
Cancellation prior to 48 hours to start of session	No charge	
Cancellation within 48 hours to start of session	Full session price charged	
Non-attendance due to illness/medical	No charge	

Invoices will be issued at the end of each month and payment will be required within 7 days. Any balances still outstanding after 7 days will incur a £10.00 administration charge and your child will not be permitted to attend the club until the balance is cleared.

Signing In/Signing Out

All children must be signed into the club on arrival in the morning by their parent/carer.

All children must be signed out of the club on collection in the evening by their parent/carer.

Car Park

The car park is for staff use only and should not be used for the drop off or collection of your children from the club under any circumstances. The safety of our children is paramount, please respect this.

Tea Time

Tea is served to the children in the after school club at 4.30 and is included in the cost of a 'PM session'. If your child is collected at or before 4.30, they are only charged for a 'Shortday session' which does not include tea.