

Dear Parents/Carers

Welcome back for the school new year, or welcome if you are starting the club for the first time. We are really looking forward to reopening and getting back into the routine of the before and after school club.

We have lots of useful information in our newsletter for this term so please read through the below, either as a refresher or if you are new to join us. I will mark the important information in **bold** text.

Bookings

All confirmed and existing bookings will carry over into September so any spaces allocated last year or over the summer break are allocated to you until cancelled.

Cancellations

For September, the club is extremely busy with children awaiting spaces on most days. **If you do have any spaces that you do not require, either permanently or on a weekly basis, please do let us know as soon as you can so we can allocate these spaces out to families requiring the provision.**

As a reminder, our cancellation policy is that all sessions by 6pm two working days prior to the session can be cancelled without charge, however we are extremely grateful if you can give us as much notice as possible.

Please also note that this means that we have extremely limited availability for adhoc spaces.

Club Hours

A reminder that the club runs from 7.50am in the morning and until 6pm at the end of the school day. We offer a collection until 5pm for £7 (half session) and a collection up to 6pm for £10 (full session). When booking you are asked if you require a full or half but please note this will be confirmed on the day of the session based on your collection time.

If you would like to be charged for a half session, please ensure that you are ready to collect in good time for 5pm. Any collections made after the half session time will be charged at a full session.

The prompt collection at the end of the club (6pm) is important to the smooth running, so please do ensure that your child is collected by 6pm. Any collection after 6pm is charged at £12.50 per 30 minutes as per our 'Collection of Children from After School Club' policy.

Club Contact Telephone Number

The club has a mobile phone which can be used during club hours to provide staff of any important information like you are running late or need someone else to collect your child. The contact number can be found in the parent pack, however has changed for this academic year. **The new contact number is 07563 388207.**

Outside of club hours and for all information, please email all enquiries via office@setyoursights.net.

Payment Information

All payment information can be found within our parent pack, attached, or there is always the most recent version on our website. We ask that payment is made weekly by Friday, for sessions used that week. We will send a reminder on Monday morning if payment is not automatically made, however we can no longer hold and honour spaces without payment being made. We will ask that all payment reminders are paid on the week of receipt and prior to any further sessions being attended.

Please can we ask that you put the school identifier on any BACS payments, along with your child's name. The school identifier can be found within the parent pack and helps us to allocate the payment to the correct school and child.

Healthy Snack

With increasing costs, we will be continuing with our normal breakfast and small snack for the new academic year. The breakfast menu can be found on our website and the snack provided will be

rice cakes, breadsticks, crackers and fruit at club. Please feel free to pack a larger snack should your child require this. We ask any snacks brought in from home are healthy and allergen free in line with the Set Your Sights and school policies, with all of our settings being nut free. Please can we ask that snacks do not include chocolate or sweets.

Updated Contact/Medical Information

Please do inform us if your contact details have changed recently to ensure that we hold the most up to date telephone numbers for you.

Please also let us know if your child has any updated medical information that we will need to know about at club.

A reminder that if your child needs a medical consent form completed, please return this to us prior to their first session back.

Club Policies and Parent Pack

By using the club and booking sessions, you are agreeing to adherence to our policies and procedures. Please do take the time to familiarise yourself with our policy document (LINK) and our parent pack (LINK or attached).

Staffing

Coach Rebecca (Becky) will be continuing to manage the club for this year, supported by Coach Anna, who will be the Deputy Manager until October half term. We will be advertising for a new Deputy Manager in the new year. We have had some staff changes over the summer however Coach Becky will be with us for the new year as a familiar face for your child, along with our new coaches.

Please let me know if you have any questions.

Kind Regards
Laura
Set Your Sights
www.setyoursights.net