



Dear Parents

July 2020

Thank you for your interest in **Charlton Wood Out of School Club**. Below are further details of the fees and admissions arrangements.

We require a £10 registration fee per child on registration which may be paid by Paypal online at www.oosc.co.uk/registration. We also require a completed online [Child Registration Form](#) per child to provide us with the information we are required to keep on the premises whilst children attend the club as well as a signed **Parent Contract**. All forms, policies and our Privacy Notice may be found on our website www.oosc.co.uk **after login**.

Opening hours:	Term Time Only	
Breakfast Club	Monday to Friday	7:30am to 8:45am (Breakfast is served until 8.20am)
After School Club	Monday to Friday	3.15pm – 6.00pm

Children may be collected from the after school club at any time before 6.00pm but **please be aware that collection after 6.00pm will incur a £3 fine per child, increasing by £3 every 5 minutes.**

Fees:			
Parents of pre-booked, regular users will be charged per month over 11 months (as below)			
Please reference your payments with your customer reference number starting with the 4-digit club code CHWO			
Occasional / additional bookings:	£6 breakfast	£10.50 after school	subject to availability
Emergency Same-day bookings	£12.50 subject to availability		

For regular use we operate a 11-monthly payment schedule, based on the annual 190 teaching days per year. For ease of payment, fees are averaged out over the year and are due in advance **by the 7th of each month**, (until July 2020) and are calculated based on the number of sessions attending per week:

Regular days per week: Breakfast Club	Monthly fee £	Two children £	Three children £ (3rd half price)
1	£ 16.30	£32.60	£40.75
2	£ 32.60	£65.20	£81.50
3	£ 48.90	£97.80	£122.25
4	£ 65.20	£130.40	£163.00
5 @10% OFF 2020-21 offer	£ 73.35	£147.10	£183.88
Days per week, After school	Monthly fee £	Two children £	Three children £ (3 rd half price)
1	£ 33.00	£ 66.00	£ 82.50
2	£ 66.00	£ 132.00	£ 165.00
3	£ 99.00	£ 198.00	£ 247.50
4	£ 132.00	£ 264.00	£ 330.00
5 @10% OFF 2020-21 offer	£ 148.50	£ 297.00	£ 371.25

**You are not charged for Bank Holidays or In-service days.
Please do not ask to swap regular days as we cannot accommodate this.**

Regular User fees are paid by setting up a 11 month Standing Order or by Childcare Voucher transfer. *Childcare vouchers are a tax-free way to pay, and we are registered to accept several different voucher providers. Speak to your employer and save money on your fees.* Payment is to be made by 7th of month or a 10% fine added. Payment by Standing Order, voucher or bank transfer only please – our bank details are available on request:

OOSC Acc No: xxxxxx97 Sort Code: xx-xx-32



For **Occasional** or **Additional use** (not the same days every week, or not every week) please book online by Paypal or advance childcare voucher transfer. These are bookable up to **10pm** the day before the session, subject to availability. For **Emergency, same-day bookings** (subject to availability) please email admin@oosc.co.uk or phone the contact numbers below. Payment is to be made by BACS only (OOSC 25093797 xx-xx-32). Please see our **Terms and Conditions** and our **Admissions and Fees Policy** for further details of fee-paying.

Please be aware of the following: As stated in our Fees policy –

- 1. Cancellations, absence through illness and holidays taken in term time are to be paid for.**
- 2. All occasional or additional booked sessions are to be paid for in advance.**
- 3. A calendar months' notice is required for alterations and cancellation of a regular booking.**

Arrangements for child arrival at Breakfast club:

From 7.30am children are welcome to attend the club – please note we are not insured to supervise your child before this time. The breakfast club is accessed via the large playground entrance (behind the large play equipment). Please ring the bell and a member of club staff will come and collect your child and escort them to the club room. Your child will be signed in. Our club mobile number for use during club hours is **07935 754547** Until 8.20am children may be served a healthy breakfast such as cereal, toast, fruit, fruit juice and milk. This is included in the session fee. Please let us know if your children have any specific dietary requirements.

Arrangements for child arrival at After School club:

At the end of the school day, children attending the club will be escorted to the club room and registered on arrival. If your child appears distressed or we have any concerns about their attendance we will contact you. Please ensure that your child's class teacher and your child is aware that they will be attending the club. From 3.30-4pm children will be served a healthy snack such as toast, wraps, fruit, and drinks. This is included in the session fee. Please ensure you let us know if your children have any specific dietary requirements on their registration form.

Arrangements for child collection from the After School club:

Children are collected from the club via the side playground entrance (behind the large play equipment). Please ring the bell and a member of club staff will bring your child to you. Your child will be signed out. Our club mobile number for use during club hours is **07935 754547**

Illness:

Please be aware that children will not be accepted at the club if they are ill. If a child arrives at the club and is suffering from sickness, diarrhoea or has an infectious condition, parents will be notified immediately to collect them. In line with the South Gloucestershire Schools' policy we cannot accept children at the club **within 48 hours of sickness or diarrhoea**. We cannot administer any medication unless it has been prescribed by a doctor. If you wish us to administer prescribed medication please ask for an *Administering Medication form* which you will need to complete and return to us at the club with the clearly labelled medication. All medication will be stored out of reach and only administered by a qualified first aider.

Coronavirus update at July 2020:

OOSC follow the current [government guidance](#) for out of school clubs. Further details of our revised operational procedures are regularly updated on our website and available to view [here](#). Children regularly wash their hands on arrival, before and after they eat and before leaving the club. Parents and carers must remain off-site as much as possible. If your child experiences any symptoms of Covid-19 please follow the current [public health guidance](#).

There will be lots of games and activities on offer at the club and children will be supported in their play, indoors and outdoors. We look forward to welcoming your child(ren) to the club on their start date. Please let us know if they have any particular interests that we can extend at the club. Please do not hesitate to contact us if you require any further information.

Kind regards,
Cath, Lucy, Daphne and the OOSC team