



## Breakfast and After School Club procedures

The breakfast and after school club has been set up to offer safe and convenient childcare for Midhurst Primary School pupils on the school premises for the benefit of the school community. Although the ASC is non-profit making, it must break even as we are not permitted to use educational funds to cover any losses.

Charges are currently £5 per child for each one hour session. If three or more siblings attend the same session the first two pay full price with a 50% discount offered to all additional siblings. Staffing levels mean there are currently 20 places available at breakfast club each day, and 16 places for the after school sessions.

### Timings

Breakfast Club starts at 7.55am. There is no childcare provision before this time, so please do not bring your child early. The After School Club sessions run from 3.30-4.30pm and from 4.30-5.30pm. If you are late picking up your child from the first session you will be charged for the second session when the registers are reviewed the next week. Please make sure you have collected your child by 5.30pm as there is no childcare provision after this time.

### Catering

Breakfast is provided at the morning session. Children can choose from cereals, breads, toast, fruit and juice. The afternoon session includes a cold drink and a snack.

### Online booking and payment

The online booking system is operated through School Money (Teachers2Parents/Eduspot). Bookings can be made a half term in advance, with each half term's bookings opening in the last week of the previous half term. You will be sent a notification and password reminder when the system opens and bookings can be made. Bookings can be made up to midnight the day before the session. If you miss the midnight deadline you can telephone the school office to see if there are still spaces available. Although the school does not maintain a waiting list for full sessions, parents should keep checking for availability up to the midnight deadline in case of cancellations. **Please do not send your child to the club without making a booking.**

The School Money parent login screen can be found at [www.eduspot.co.uk](http://www.eduspot.co.uk). When you click on the link, go immediately to the top right corner where it says "sign in" (don't click on the link to School Money which is for schools to sign in). You will then get a drop down menu, the last item of which is School Money Parent Login.

Your login details are the email address and mobile phone number of the first name given on the school contact form which you complete annually, together with your child's name and the password sent to you in your notification. Both parents can log in using the same details, and although each child has a different password, once inside the system there is a tick box to allow you to pay for siblings at the same time.

When you have logged in you will see a central panel listing any overdue payments, a panel on the left showing the various items available for purchase (school trips, clubs and uniform shop), and a basket panel on the right into which you will place the items you want to pay for. To make a booking, click into the clubs tab on the left, select breakfast or after school club, locate the week you need, then make your booking by clicking into the register for that day and selecting the option you require.

## Options

<b>Breakfast club</b>	<b>1:</b> 7.55-8.55am £5	<b>2:</b> 7.55-8.55am 3 <sup>rd</sup> sibling £2.50
<b>After School Club</b>	<b>1:</b> 3.30-4.30pm £5	<b>5:</b> 3.30-4.30pm 3 <sup>rd</sup> sibling £2.50
	<b>2:</b> 4.15-4.30pm £1	
	<b>3:</b> 4.30-5.30pm £5	<b>6:</b> 4.30-5.30pm 3 <sup>rd</sup> sibling £2.50
	<b>4:</b> 3.30-5.30pm £10	<b>7:</b> 3.30-5.30pm 3 <sup>rd</sup> sibling £5

- The 4.15pm session is only for those pupils who are going to another school club and want to join the ASC for a snack and a drink before being collected at 4.30pm - for collection after 4.30pm please select option 3.
- If you are booking for three or more siblings, please make sure you only select the discounted rate for the 3<sup>rd</sup>/4<sup>th</sup> siblings.

## Cancellations, school clubs and illness

We do not offer refunds for missed sessions, however, if you cancel a pre-booked session in advance you will be given a credit against your next booking. Cancellations should be sent to [bursar@midhurstprimary.co.uk](mailto:bursar@midhurstprimary.co.uk). Credit will also be given if your child misses a session to attend another school club, or because of absence from school through illness. Please email the bursar in each case. **If you know your child will not be attending a booked session please let us know as soon as possible as there may be another child who would like to attend.**

## Childcare vouchers and special payment arrangements

Parents paying with childcare vouchers, tax free childcare or other special arrangements cannot use the online booking system. In the week before the system opens for general bookings you will be sent a manual booking form to select the sessions you require. Please return this promptly to secure your place. When your child's sessions have been reserved you will be emailed with the amount due and the due dates, if applicable. If you wish to start paying with childcare vouchers, or any other special arrangement, please contact the bursar on [bursar@midhurstprimary.co.uk](mailto:bursar@midhurstprimary.co.uk).

Our Computershare voucher ID is	0020912939
Our Edenred account number is	P20925680
Our Care-4 account number is	66503518
Our Sodexo/Childcare Plus reference is	870477

We are also registered with Busy Bees, KiddiVouchers, and the Government tax-free childcare scheme.

**If you wish to pay by cash or cheque please contact the office to make the booking. Payment should be made at the same time.**

## Tax credits

The ASC is classified as eligible childcare for tax credits as it is held outside school hours and is on school premises. The ASC was included in our most recent Ofsted inspection (Registration no 125988). If you would like specific advice on your own situation please contact the Child Tax Credit Helpline directly on 0345 300 3900.

If any parent is having difficulty with payments please contact Mrs Clarke or the bursar to see if we can resolve the issue

**Updated July 2019**