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DA13 9HG

11th July 2023

Dear Istead Rise Families,

**This letter contains important information regarding changes to Breakfast Club and After School Club that take effect from Tuesday 5th September.**

### Price Increases:

Our prices for Breakfast Club and After School Club have not been reviewed for several years. Unfortunately, due to the significant increased costs of food, energy and staffing during this period, we now need to increase our prices in order to keep these provisions open.

### Prices for the 2023/2024 academic are as follows:

Breakfast Club (7:45am - 8:40am): £5 per session  
Afternoon Club (3:15pm - 4:30pm): £8 per session  
After School Club (3:15pm - 6:00pm): £14 per session

### Booking a session:

Places must be booked and paid for at least 24 hours (1 day) prior to the required session via Parent Pay.

### Cancellation of booking:

Parents are required to give at least 24 hours' (1 day) notice to cancel extended day care or the full amount will be charged for the session. Parents can cancel up to 24 hours' (1 day) prior to the session via Parent Pay.

### If a booking and/or payment has not been made:

If the school has not received a booking and payment in advance, you will not be allowed to send your child to the required session. Parents will be called and asked to collect their child immediately and a booking will need to be made via Parent Pay for all future sessions. Any sessions booked on the day via the school office or at the club will incur a £5 late booking fee in addition to the session price.

### Late collection charges from extended day care:

If your child is collected any later than 4:45pm from the 4:30pm session you will be charged for the 6:00pm session price (£14). A charge of £5 will be applied for any late collections up to 15 minutes from the 6:00pm session. All late charges are processed daily. Parents must clear this charge by the end of the term in which the charge was incurred, otherwise their child's place will be withdrawn until payment is made in full.

**Childcare vouchers:** The school does accept childcare vouchers for the payment of extended day care. These will be added to your Parent Pay account to show an adjusted balance. Please contact the school office for further information.

**Illness/medical appointment/school closure:** If your child does not attend Breakfast or After School Club due to illness and you have pre-paid for the session, the balance for the cancelled session will remain on your account for any future bookings.

Can you please complete the attached google form asap if you will be using the service from September 2023. This is required even if you have completed a form for the last academic year.

[Breakfast & Afterschool Club Application Form](#)

Thank you for your understanding and continued support,

Yours sincerely,



Steve Payne  
Headteacher