**BOVEY TRACEY AFTER SCHOOL CLUB**

Bovey Tracey After School club offers fun, affordable and safe care for children attending Bovey Tracey Primary School. We are registered to care for up to 40 children per session and run from 3.15 – 5.45 (see **Fees** below), every weekday during term time.

**STAFF**

Victoria Downton Play leader/Manager

Sue Hanks Supervisor

Sarah Gibbs Supervisor

Kate Parr Play worker

Molly Costello Play worker

Andrew Downton Cover Staff

**REGISTRATION**

Every child that attends must be first registered to ensure that the team have up to date information regarding contact numbers, allergies etc. Please note that registration implies acceptance of the club’s behavioural code.

**BOOKINGS**

All children attending the club must be booked in before hand, bookings can be done in the following ways –

 By direct arrangement with Vickie, before or after the club session

 By telephone on Vickie’s home number (01626) 833314 after 6.00pm (before this leave a message on answer phone)

 Call or text to Club mobile 07854 063169.

**FEES**

The Club hours run between 3.15 - 5.45 and the fee for a child to attend is £9.00 per day. Please not the school is locked promptly so timely pick up is appreciated.

**METHOD OF PAYMENT**

Payment for use of the club is invoiced half termly and drop in sessions should be paid on the day, or at the end of the week. Non-payment of fees will result in your child’s place being withdrawn. Please note that spaces booked will be charged even if your child does not attend a session as the space is reserved for them. Invoices are emailed so please ensure that your email address is correct. These details will not be shared with anyone else.

**COLLECTION OF CHILDREN**

Children in Indio and Brimley will either be collected from class by one of the team or escorted to the club area by a member of the school staff. Phase 2 and 3 will be expected to make their own way to the club area.

Children must be collected by a responsible adult. If the collector is going to be someone other than a named collector, prior notification must be given. If a collector has a problem getting to the club on time, they should contact Vickie on 07854 063169.

**If a child is not to attend the club on one of their normal session days, notification must be given in advance, please do not rely on school staff passing messages to the club, if a child does not arrive at the club when expected the club will operate their lost child procedure.**