



## **FCJ PRIMARY SCHOOL**

### **Morning and Extended Day Clubs**

*Providing extended day care for your children.*

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## Morning Club

- ❑ Opens at 8.00am to 8.30am.
- ❑ Drop off at Reception at 8.00am.
- ❑ Current charge is £2.50 per morning.
- ❑ Lots of activities for the children to do: colouring, lego, games, dressing up, puzzles etc.



# Extended Day

- Opens at 3.00pm to 5.15pm.
- Substantial snack and drink is provided.
- Current charge is £12.75 per afternoon session.
- Homework supervision is provided.
- Activities include: ICT, cooking, colouring, craft, outside games/play, painting, lego, puzzles etc.



## ▫ **General Information**

- There are 80 places for the Morning Club and 50 places for the Extended Day Club. This is the maximum number of children permitted in either club on any day, due to the strict adult/child ratios which we must comply with.
- We kindly ask that you keep a list of your Morning and Extended Day bookings (obtainable from your payment history), and check that you have booked the correct dates. We will not be in a position to accept children whose parents have made incorrect bookings.
- Children must not be dropped off for Morning Club before 7.55am, at the earliest, unless accompanied by an adult.
- Please book your child's place promptly, as the system will not facilitate additions to our maximum numbers.

Bookings for the Morning Club close at 8am and for the Extended Day Club at 12.30 pm on the day of the club

- The booking system for each club becomes available every half term. You will receive a ParentMail notification of the dates and times for this.
- If you find that you cannot book a session, this is either because the club is full or you have already booked the session. You can check this by looking at your payment history.
- Staff who facilitate the clubs are retained based on the number of bookings received. Because of this FCJ will only offer refunds in exceptional circumstances and at the Bursar's discretion on a case by case basis. Requests must be made in writing to Mrs J. MacKenzie, e-mail address [j.mackenzie@fcj.sch.je](mailto:j.mackenzie@fcj.sch.je).
- Refunds will incur an administration charge of 10% with a minimum of £5.
- By using the Morning and Extended Day Clubs, you are agreeing to the Terms and Conditions set out in this booklet.

## Booking via ParentMail

The booking procedure is similar to online shopping. The sessions you select will be added to your basket; you will then proceed to the checkout and complete the transaction. Please see the ParentMail Manual for detailed instructions on how to book.

**Please contact us on 01534 723063 or email: [admin@fcj.sch.je](mailto:admin@fcj.sch.je) if you have any questions**



