

**Lyme Street
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St Helens,
Merseyside,
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St James CE Primary School

Executive Headteacher: Mrs. J Young (BA Hons, PGCE, NPQH)

Breakfast & After School Club – Seashells

Dear Parents/Carers,

Seashells understands that the cost of registered childcare may seem expensive to a parent/carer. After comparing similar provisions in the St Helens area, we know that St James' can offer a very competitively priced service offering a high quality, safe and stimulating service for children aged 4-11. There will be a wide variety of age appropriate activities available as well as snacks, eg, cereal, toast, fruit, wraps etc.

We support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and the use of work-place vouchers.

- **Payment of fees must be made in advance, no later than the Sunday evening commencing that weeks' care and should be made at least weekly; however, a full half-term can be paid for in advance. Payment must be made via 'School Money' in accordance of our Charging and Remissions Policy.**
- Individual payment plan requests should be made to the Headteacher / Club Manager for consideration.
- If fees are paid consistently late, or not at all, with no explanation, Seashells will be forced to terminate the child's place. Under exceptional circumstances, it may be agreed that the child will be allowed to continue attending for the remainder of the week.
- The Manager has the right to issue a formal warning to the parent/carer by text and/or email to inform them that late payment may result in their child's place in Seashells being removed.

Breakfast Club £5.00 per session (£25.00 full week)

After School Club £7.00 per session (£35.00 full week)

Late collections (after 5.30pm) can incur a £6 charge every 15 minutes

- Seashells will operate between the hours of 7.45am and 8.40am as well as 3.20pm and 5.30pm. All children must vacate the premises by 5.30pm.

- If the parent/carer agrees to abide by all the terms and conditions including the level of fees and arrangements for payment, they are required to complete and sign a contract and registration document in all the relevant areas. You will then have an account set up on School Money.
- For fair and transparent process, places will be offered 'first come, first served' basis.

All bookings must be made in advance by yourself on the 'School Money' payment and booking system. You are still able to pay via childcare voucher or tax-free childcare accounts as normal – payments made to school in this way will be added to your School Money account. If you choose to pay by vouchers, please notify the school office and the staff can advise you further.

The number of places will be limited and will be allocated on a first come, first served basis. The sessions will be made available before the end of term and parents will be notified by email when the places are available to book.

All bookings must be made at least 1 week in advance. Emergency or short notice bookings (ie, less than 7 days notice) can be made if there is an available place; however, this must be done by contacting the school office. The school office staff will then enter the booking on School Money on your behalf. Payment must then be made in advance of the session.

Refunds will only be made if a slot is cancelled 24 hours in advance.

If you have any further questions, please contact the school office on 01744 678545.

Your sincerely,

J Young

Mrs J Young
Executive Head Teacher



**Artsmark
Silver Award**
Awarded by Arts
Council England