



ST NICHOLAS C OF E PRIMARY SCHOOL



BREAKFAST AND AFTER SCHOOL CLUB INFORMATION

**Our Extended Care Club includes before and after school
provision and is run by our Supervisor,
Mrs Walsh, and her team of experienced staff.**

CONTACT DETAILS: (01253) 966150

admin@st-nicholas.blackpool.sch.uk

Breakfast Club: 7.30-8.45am

When children arrive, they are offered a selection of breakfast items, such as toast, cereals, bagels, fruit, yogurts along with a choice of drinks. If you require your child to have breakfast with us, we ask that they are dropped off by 8.15am to allow time for serving and eating. Following breakfast, children can take part in activities such as construction play, board games, etc.



After School Club: 3.30-5.30pm

This starts off with a healthy snack, such as sandwiches or wraps and will include a variety of fresh fruits and vegetables, and a choice of drinks. There will then be a range of activities which children can choose from, for example ICT, arts



and crafts, outdoor sports & games (weather permitting), indoor games, etc. Food served at our Extended Care Club adheres with the government's school food standards. Any dietary requirements and/or food allergies that you inform the

school about will be shared with the staff at Extended Care Club to ensure your child's needs are catered for.

Some Practical Points

St Nicholas Extended Care Club is very much a part of the school and so we expect the same high levels of behaviour in Extended Care Clubs as we would expect in class. We also expect children to wear and look after their uniform in the same way as during the rest of the school day. To save any confusion, please make sure that all items of uniform, bags and lunchboxes have your child's name on them. If your child is attending after school care club, please make sure you collect him/her by **5.30pm at the latest**. It is distressing for children to see all their friends leave and feel that they have been forgotten.

Bookings will need to be made 24 hours in advance of the sessions via ParentPay. Please note the ParentPay site does state 48 hours, but this is not the case for our setting. Should a parent wish to make an ad hoc/emergency booking within 24 hours, this can be done by making a payment into your account and

ringing the school office. Please note there is no guarantee of a session if booking this way due to limited spaces.

If you require an invoice in order to receive support through a childcare scheme please email the office team on admin@st-nicholas.blackpool.sch.uk You will need to confirm the number of sessions you require so that we can provide you with an accurate invoice. To ensure that the funds can be received in enough time for you to book on the system, please provide this information as soon as possible.

Extended Care Club Fees

Breakfast Club

Before school: 7.30-8.45am £4.40 per day

There is an extra charge of £1.00 per session for 'emergency' bookings made within 24 hours of attendance.

After School Club

After school: 3.30-5.30pm

First child £7.70 per day

Additional children £7.00 per day

Late pick-ups are subject to a penalty charge of £5.00. There is an extra charge of £1.00 per session for 'emergency' bookings made within 24 hours of attendance.

How to book:

All payments are made using our online payment system, ParentPay; the address for this is www.parentpay.com

See below for full details of how to book, from the ParentPay website:

[ParentPay Clubs - How to book a session – Parent Support \(parentpaygroup.com\)](#)

[ParentPay Clubs - How to see what sessions I have booked – Parent Support \(parentpaygroup.com\)](#)

[ParentPay Clubs - How do I cancel a club session booking – Parent Support \(parentpaygroup.com\)](#)

[How to get help – Parent Support \(parentpaygroup.com\)](#)

You will need to pay in order to book and if payment is not made within 15 minutes, the session will be cancelled automatically by ParentPay. The number of spaces available will show on the booking page. Unfortunately, if there are no spaces showing, we will not be able to accommodate any more children.

Cancellations can only be made within the cut-off time of 24 hours. If you are not able to cancel on the booking system, please call the office. Unfortunately, we are unable to offer refunds for cancellations if you have not cancelled within 24 hours of the session.

IMPORTANT: Debts and booking sessions. All balances from the old system, whether credits or debits, will be transferred over to the new system. We therefore recommend that all debts are paid off in the current (old) payment items before the end of half term as you **will not be able to book on the new system if you have debts on there.**

Voucher payments

You can use Tax-Free Childcare or Child Care Vouchers (CCV) to pay for Breakfast Club and Afterschool Club. ParentPay is unable to accept childcare vouchers, or payment through other childcare schemes directly. This is because ParentPay is not Ofsted registered (this is required in order to accept childcare vouchers). We therefore accept the funds and allocate them to the child's ParentPay account once they are received in our bank.



Tax-Free Childcare and childcare vouchers are both government schemes designed to help with childcare costs.

Tax-Free Childcare is a government scheme that pays 20% of childcare costs up to a maximum of £2,000 each year. Tax-Free Childcare is a UK- wide scheme covering England, Scotland, Wales and Northern Ireland. The scheme is open to all parents of children under 12 (or under 17 if disabled). To apply, you must open a Tax-Free Childcare account online.

[HTTPS://WWW.GOV.UK/TAX-FREE-CHILDCARE](https://www.gov.uk/tax-free-childcare)

Using Tax-Free Childcare to pay for Breakfast Club and/or After-School Club

All bookings for Breakfast Club and Afterschool Club must be made through ParentPay. The funds on ParentPay are managed per child and per type of session, meaning that:

1. The funds loaded for one child cannot be used to pay for another child's booking.
2. The funds allocated to a type of session (e.g. Breakfast Club KS1) cannot be used to book and pay for a different type of session (After School Club KS1).

This means that all the sessions for each of your children need to be pre-loaded individually.

There must be enough credit allocated to each type of session to cover the cost of the whole booking for each individual child. (E.g. Breakfast Club and/or After School Club)

Parent Pay is unable to accept Tax-Free Childcare or Childcare Voucher (CCV) funds directly, so there is a process in place to enable you to use your vouchers to pay for before and after school childcare. The funding is sent directly to Blackpool's bank account, and this is then allocated out to the individual schools.

NB Please allow up to 10 working days for the funding to be allocated to your child's Parent Pay account.

Process for Allocation of Funds:

1. You will receive an email from Tax-Free childcare which will include a transfer reference to advise you that the funds have been sent to Blackpool. This reference number cannot be amended and will be used to identify the funds sent to the us.

2. Send an email to admin@st-nicholas.blackpool.sch.uk advising where you would like the money allocated. In the subject line please state the Tax-Free Childcare amount and the reference number. In your email, please include the name of the child, class, date of transfer and the name of the session/sessions that you would like the funds allocated to. Please do this for each child.

E.g. Breakfast Club KS1£ xx

After School Club KS1 £xxx

Total £ xxx

3. Blackpool finance department will either receive an email from the CCV provider and advise us that they have received the funds or will identify funds received from Tax-Free Childcare / CCV providers during the bank account reconciliation, and then advise us of the amount and reference number.

4. We will allocate the funding to your chosen sessions for each of your children.

5. Once the allocations have been made to individual session types, you will be able to book places at each of the sessions – up to the value of your credit balance.

6. If you need the credit balance from one session type e.g. Breakfast Club, transferred to a different session – e.g. After School Club, please contact us as you will be unable to do this yourself. Please clearly state the child's name, class and amounts that you wish to transfer.

Note: This can also be done between siblings' accounts.

Any problems please see Mrs Ide in the school office or email the admin account.

WITH God
all things are
POSSIBLE

