



# The Croft

## Breakfast & Chipmunks Club

### Opening Times and Fees

#### Breakfast Club

- **Days:** Monday to Friday
- **Time:** 7:45am – 8:30am
- **Cost:** £4.00 per session
- **Includes:** A healthy breakfast (latest drop-off: **8:15am**)

#### Chipmunks Club

- **Days:** Monday to Thursday
- **Time:** 3:30pm – 5:45pm
- **Cost:** £13.00 per session
- **Includes:** Light snack and drinks

**Important:** Clubs run during term time only. All Chipmunks bookings must be booked and paid for termly. There will be **no afterschool club on the final day of each full term**. For 2025/26, this applies to **Wednesday 22nd July 2026**.

## **Club Information**

### **Breakfast Club**

Children enjoy a sociable start to their day with a healthy breakfast. Options may include:

- Porridge, cereal, toast, jam
- Fresh fruit, yoghurt

Parents must drop children to the door and **sign them in**, regardless of age.

### **Chipmunks Afterschool Club**

Children can enjoy a safe, stimulating environment with activities such as:

- Arts & crafts, board games, biscuit decorating, puzzles

Snacks provided by **Caterlink** may include:

- Baguettes, sandwiches, sausage rolls, pizza
- Fruit platters and vegetable sticks
- Children will always have access to drinks when required

Note: This is meant as a light snack and children will still need an evening meal.

## **Late Collection Policy**

- Collection is via the **main entrance**. Please ring the **Chipmunks bell**.
- If someone else is collecting, notify the office by **3:00pm** with their name and the **Pickup Password**.
- Late pickups after 5:45pm incur an additional charge of £14.00 (£28.00 in total).
- Repeated late collection (3+ times) may result in your place being withdrawn.

## **Additional Clubs**

If your child attends another afterschool club before Chipmunks, **you must book and pay for both separately**. No discounts are available for combined bookings.

## **Registration, Booking & Payment**

### **Pre-registration**

Parents **must pre-register** their child to ensure appropriate staffing ratios. To register, contact the school office via:

- **Email:** admin@thecroft.swindon.sch.uk
- **Phone:** 01793 430084

Once processed, you will be given access to book and pay via ParentPay.

### **Booking Deadlines**

- **Breakfast Club:** Weekly, by **Thursday midnight** for the following week
- **Chipmunks Club:** Termly in advance. Booking deadlines are:
  - Term 1 – 28th August 2025
  - Term 2 – 30th October 2025
  - Term 3 – 1st January 2026
  - Term 4 – 19th February 2026
  - Term 5 – 9th April 2026
  - Term 6 – 28th May 2026

### **Emergency Bookings**

Limited places may be available for last-minute emergencies. Please call the school office to check availability.

## **Cancellations, Absence & Illness**

- Cancellations require **5 days' notice** via email to admin@thecroft.swindon.sch.uk
- Refunds are **not** available for illness or missed sessions.
- Please inform the school if your child is not attending for safeguarding purposes.

## **Childcare Vouchers & Tax Free Funding**

Childcare Vouchers and Tax-Free Childcare are accepted as payment for Wraparound Care (Breakfast Club and Chipmunks After School Club).

### **Childcare Vouchers**

Please set up payments to:

The Croft Primary School, Marlborough Lane, Swindon, SN3 1RA Using our unique reference code: URN 138424.

## **Tax-Free Childcare**

You will need to register via GOV.UK and set up payments to The Croft Primary School through your Tax-Free Childcare account.

### **Important Information (for all voucher types)**

Once you've made a payment:

- Please email [admin@thecroft.swindon.sch.uk](mailto:admin@thecroft.swindon.sch.uk) with the following details:
  - Your child's name
  - Whether the payment is from a childcare voucher provider or tax-free account
  - The reference number (if applicable)
  - The amount paid
  - How you would like the funds allocated (e.g., part for Breakfast Club, part for Chipmunks)

### **Please Note:**

Voucher and tax-free payments take longer to process than direct payments. To begin booking sessions immediately, we ask that you add some funds upfront to your account.

Once your voucher/tax-free payment has cleared, we can refund the upfront payment if required. Just contact the office and we'll be happy to help.

## **Safeguarding & Policies**

- All staff are **DBS checked** and regularly trained.
- The club follows **school safeguarding procedures**. Concerns are reported to the **Head Teacher**.
- Your child's personal data is held securely and used confidentially for safeguarding and emergency purposes.
- We uphold our school's **Equal Opportunities** and **Health & Safety** policies. Children must follow the school's **Golden Rules**.

Failure to follow safety or behaviour rules may result in removal from the club.

### **Queries or Concerns?**

We want your child to enjoy their time at The Croft Breakfast and Chipmunks Clubs. For any queries please call the school office on 01793 430084 or by emailing [admin@thecroft.swindon.sch.uk](mailto:admin@thecroft.swindon.sch.uk)

For complaints, please speak to the Head Teacher or refer to the school's complaints policy (available on our website).