



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- Repeated late collection (3+ times) may result in your place being withdrawn.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.

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

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