



The Croft Primary School

Breakfast Club & Chipmunks After School Club

Terms & Conditions Booklet – Academic Year 2026–2027

We are pleased to offer Breakfast Club and Chipmunks After School Club to provide high-quality wraparound care for our families. This booklet explains how the clubs operate, how to book sessions, payment arrangements, and the expectations for attendance and collection.

Opening Times & Fees

Breakfast Club - £4.00 per session

Days:	Monday to Friday
Time:	7:45am – 8:30am
Drop-off:	Latest arrival: 8:15am
Includes:	A healthy breakfast
Booking:	Must be booked 48 hours in advance. For emergency or last-minute requests, please contact the school office.

If your child attends a morning reading group, they will be escorted to class in time for their session.

Chipmunks After School Club - £13.00 per session

Days:	Monday to Thursday
Time:	3:30pm – 5:45pm
Includes:	A light snack and drinks
Booking:	All sessions must be booked and paid for termly in advance. Please see deadline dates in the following club information.

Clubs operate during term time only. **There is no Chipmunks provision on the final day of each full term.** For 2026–2027 this applies to **Thursday 25 March 2027.**



What Children Can Expect

Breakfast Club

Children enjoy a relaxed and sociable start to the day.

Typical breakfast options include:

- A Selection of Cereals, toast and jam
- Fresh fruit
- Yoghurt
- Selection of juices

Important: Parents and carers must bring children to the club door and sign them in, regardless of age. Children arriving after 8:15am cannot be provided with breakfast.

Chipmunks After School Club

Children have access to a safe and stimulating environment with activities such as:

- Arts and crafts
- Board games
- Biscuit decorating
- Puzzles and quiet activities

Typical snacks may include:

- Sandwiches and baguettes
- Sausage rolls or pizza
- Fruit platters and vegetable sticks
- Drinks available throughout the session

Please note: This is intended as a light snack and children will still need an evening meal at home.



Booking & Payment

Bookings are made through Arbor. All sessions must be booked and paid for in advance so that staffing and catering can be arranged appropriately.

Chipmunks is limited to 60 places per session. Places are allocated on a first-come, first-served basis. Once a session is full, no further bookings can be made through Arbor.

Booking Deadlines

- Breakfast Club: 48 hours before the session.
- Chipmunks: Booked termly in advance.

Chipmunks Termly Booking Deadlines:

Term	Deadline
Term 1	2 September 2026
Term 2	1 November 2026
Term 3	4 January 2027
Term 4	21 February 2027
Term 5	11 April 2027
Term 6	6 June 2027

Emergency Bookings

Limited emergency places may be available. Please telephone the school office to check availability.

Bookings can only be added when sufficient funds are available on your Arbor Wraparound Care account.



Childcare Vouchers & Tax-Free Childcare

Childcare Vouchers

Payments should be made to: The Croft Primary School, Marlborough Lane, Swindon, SN3 1RA Reference code: URN 138424

Tax-Free Childcare

Register through GOV.UK and select The Croft Primary School as your childcare provider.

After making a payment, please email the school office with:

- Your child's name and class
- Whether the payment is from a childcare voucher provider or Tax-Free Childcare account
- The payment reference number
- The amount paid

Important: If you wish to pay for Wraparound care using Childcare Vouchers or Tax-Free Childcare, **you must notify the school office before making your booking**. This allows us to enable bookings on Arbor while we wait for your payment to be received and processed. Until the funds have been received and allocated to your Arbor account, the payment will appear as an outstanding balance. Please ensure that all outstanding balances are cleared by the end of each term.

Cancellations, Absence & Illness

- At least 5 days' notice is required for cancellations.
- Cancellation requests must be sent by email to: office@thecroft.swindon.sch.uk.
- Refunds are not available for illness or missed sessions.
- If your child will not be attending a booked session, please inform the school for safeguarding purposes.
- If a walking child has not been reported absent, they will not be allowed to leave school until contact has been made with a parent or carer.



Additional After-School Clubs

If your child attends another school-run club before coming to Chipmunks, both clubs must be booked and paid for separately. No discount is available for combined bookings.

Late Collection

- Collection is from the main entrance. Please ring the Chipmunks bell.
- If another adult is collecting, notify the office by 3:00pm with their name and the pickup password.
- Collections after 5:45pm will incur an additional charge of £13.00.
- Repeated late collections (three or more occasions) may result in your child's place being withdrawn.

Safeguarding & Behaviour

- All staff are DBS checked and receive regular safeguarding training.
- The club follows the school's safeguarding procedures, and concerns are reported to the Head Teacher.
- Children's personal information is stored securely and used only for safeguarding and emergency purposes.
- The school's Equal Opportunities, Health & Safety and Behaviour policies apply at all times.
- Children are expected to follow the school's Golden Rules.

Failure to follow safety or behaviour expectations may result in a child being removed from the club.



Queries or Concerns?

We want every child to enjoy their time at The Croft Breakfast Club and Chipmunks After School Club.

If you have a concern or complaint, please contact the Head Teacher in the first instance or refer to the school's complaints policy available on the school website.

Telephone: 01793 430084

Email: office@thecroft.swindon.sch.uk