



MARVELS LANE PRIMARY SCHOOL

Riddons Road
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LITTLE ACORNS TERMS & CONDITIONS

The aim of Little Acorns After School Provision is to provide care and a healthy meal for children of parents who need professional supervision for their children at the end of the school day from 3:15pm until 5:45pm in a safe, familiar and warm environment.

Accessing Little Acorns

Children that have been correctly booked into Little Acorns will be added to our daily list and collected from their classroom between 3:15pm and 3:30pm. To ensure safe arrival children in KS1 must remain with their teacher until taken by an appropriate adult and registered, KS2 children are expected to make their own way to the collection point.

Some parents are not booking a place for their child in advance and children are being left at the end of the school day. We are unable to accommodate this as resources and supervision must be planned in advance if we are to operate effectively. Please be reminded that places need to be reserved, and payment made in advance. Of course, we will always try to accommodate exceptional circumstances. Please talk to Mrs Macnamara or the office staff.

Children will be escorted to our 'Children's Centre' and it is from here that you will need to collect them.

Meal

Children will be given a healthy meal with water or milk to drink. Please make sure the team is fully aware of any allergies on your registration form and update us if there are any new issues.

Activities

There will be a range of activities available for the children as well as a quiet reading area.

Charges

Little Acorns costs £5.00 per child for the first 90 minutes (collection before 4:45pm) and £8.00 for a full session (collection before 5:45pm). Payment must be made in advance of your booking (either daily/weekly/monthly/half-termly/termly) preferably via ParentPay, although we will also accept cash or cheques. Payment made online must be actioned before 2:00pm on the day of the booking. Please ask at the office for further details if you are unsure. Payment reminders for those in arrears are currently processed weekly, but as this involves additional administration no future Little Acorns reservations will be taken without pre-payment. We will withdraw the facility if the account falls into arrears. Please speak to Mrs Macnamara or the office team if there is a problem with payment.

Booking Form

A booking form MUST be completed before your child can attend Little Acorns, even on a 'one-off' basis. The form must confirm the exact amount of days you would like your child to attend and all relevant contact and dietary information. Please give notice if you no longer require your child's place in Little Acorns as this will enable us to offer the place to another family on the list. Non-attendance without notice will be charged at the normal rate and no refunds can be given.

Mrs J Macnamara
Assistant Headteacher/Club Administrator