



**KING'S PARK  
ACADEMY**

High Expectations lead to High Achievers

2 November 2021

Dear Parents and Carers,

## **King's Park Academy's Breakfast Club and After School Care Club**

At King's Park Academy, we offer a wraparound provision for families who need their children to be cared for outside of the normal school day.

Breakfast Club starts at 7.50am every morning and provides a healthy breakfast (with a varied selection of cereals, toast, fruit, yoghurts and juices) with an opportunity to socialise with friends before class begins. Breakfast Club costs £3.25 per session.

After School Care Club runs until 5.50pm every day and includes a variety of activities and indoor and outdoor games as well as an opportunity to complete homework supported by academy staff. Snack is also provided. After School Care Club costs £8.00 per session.

We treat each child as an individual and encourage respect for both ourselves and each other while the children play and learn, we will encourage new friendships across ages to help the children grow socially.

### **Safeguarding:**

**You must complete a booking form** to ensure that the club staff have a quick reference of medical and dietary requirements, and emergency contact information. This is vital as the clubs are open at times when the school office is not, and for data protection reasons this information, is locked away. Forms are available at the academy office or the club.

**You must book and pay for your child into the club in advance.** This is to ensure we have the appropriate number of staff members to maintain the safest, highest quality of care for your child. Please also be aware that there is a legal ratio of staff to children, therefore we cannot accept your child into club without booking or paying in advance.

### **How to Book:**

You must book in advance using Parent Pay ([www.parentpay.com](http://www.parentpay.com)). The wraparound provision is now a cashless business - there is no system to take cash at any time.

It is the parent's responsibility to cancel any sessions they have booked but no longer require. Should you wish to cancel a session, this must be done 24hrs in advance to receive a refund, otherwise you will still be charged.

You must book by 2pm to attend the After School Care Club.

#### **King's Park Academy**

Sian Thomas, BEd (Hons), CEO - AAT  
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## **How to Pay:**

Parent Pay is the club booking and payment tool.

We also accept childcare vouchers, though Parent Pay must still be used to book. Please see below details on how to pay with childcare vouchers.

Please bear in mind these payments can take up to 7 working days to clear, and action the voucher payment enough in advance that your current balance can cover your use of club during that period.

## **How to Pay with Childcare Vouchers:**

1. Ensure that you have put your child's initial and surname as the reference when you make the voucher payment through the voucher scheme.
2. Email [finance@kingspark-academy.co.uk](mailto:finance@kingspark-academy.co.uk) with the following information:
  - Child's Name
  - Class
  - Either Breakfast Club or After School Care Club – if the voucher is to be split across clubs, please specify the amounts to be allocated to each
  - Childcare Voucher Scheme: (Government Childcare Choices/ Reward/ Gateway/ Edenred/ Sodexo etc)
  - Date Paid
  - Voucher Amount Paid
3. When your voucher payment has been cleared, it will be credited to your child's Parent Pay account. You are then able to book club sessions in advance through Parent Pay.

**These payments can take up to 7 working days to clear and process.**

**Please note clubs are not open on bank holidays or school staff training days.**

For any general enquiries or more information, please contact [kpa@kingspark-academy.co.uk](mailto:kpa@kingspark-academy.co.uk)

Yours faithfully,

Lauren Dean

**Principal**