



BROOK INFANT SCHOOL

**After School Club and Breakfast Club reminders from previous newsletters:**

- **Payments on the System:** Please understand that our staff work term time only, so therefore payments made during the holidays may take up to the end of the first week back before they appear on your account. Your patience is appreciated, thank you.
- **Pick up from other clubs:** We try our very best to always accommodate parent requests to collect children at later times, for example after school trips or from other clubs. However, there may be times (even with additional staff drafted in) that we physically cannot meet all requests - an example is when there are 5 different collection times from 4pm to 5pm from different locations. We will let you know as soon as possible if this is the case.  
Please remember that we need **48 hours notice for us to collect your child from another club** e.g. 4.15pm pick up from football, cricket or cross country. If we do not have the required notice, we may not have the right amount of staff in place to accommodate the additional pick up and we may have to turn down your request.
- Please remember to **let us know if your child is going home with someone else**, attending a club or going on a school trip. We will wait at the school until we get confirmation that the child is safe and does not need picking up; so please let us know to save the whole walking bus waiting for confirmation. Thank you.
- Please **make sure your children are booked in**. We have had a few parents forget to book and then arrive for club. Our worry is that if the club is full we may have to turn you away.
- Sometimes the school has **PTA run events** after school e.g. school disco. Please note that if you would like your child to attend the event and not ASC, **you will need to cancel your ASC booking**. As you will all know from our Terms and Conditions, there is a two week cancellation period for ASC and 24 hours for BFC - refunds can only be given if the cancellation is before the cancellation period.
- Please **see our Terms and Conditions** if you have any questions about how the clubs run - they can be found on our website.
- We understand that occasionally **exceptional circumstances may mean you are late to collect your child, but please always try to be on time**. Thank you.

- If your **child needs any prescribed emergency medicine** for example inhalers, Epipens or insulin then please note that we need to have an individual health care plan in place for them - this takes 10 minutes to do. Please chat to Nicola if this is the case. Children who need emergency medicine must have these medicines on site and in date at all times. Unfortunately we cannot have the children in the clubs if we do not have the medicine that they may need.
- Please make sure your **emergency contacts are up to date** at all times.
- Finally, please do **not park in the car park at drop off or pick up**. This car park is for staff only. Please feel free to use the lay-by outside the school.