

Lacey Green Primary Academy | Breakfast and After School Club

Booking Form 2026

COST

Breakfast Club: (Strictly advanced booking and payment only)

- **£6.50** per breakfast session (7:30am – 8:40am) – Breakfast included.
- Ad Hoc / emergency extra sessions are not available.

After School: (Strictly advanced booking and payment only)

- **£14.00** per evening (3:25pm – 6:00pm) – A light tea will be provided.
- If a child is collected **after 6:00pm** there will be a **£10.00** charge for each **15 minutes** or part thereof.
- Sessions requested that are extra to the set half termly pattern, (where possible) will be charged at **£20.00** per session.

10% sibling discount for when two or more children from the same family attend.

PAYMENT

Payment **must** be made in advance at the start of the month. Invoices will be issued on or around the 4th of each month based on the bookings received.

The methods of payment we accept are Online via our ArborPay (preferred option), BACS and employers' childcare vouchers.

BOOKING PATTERN REQUEST

CHILD'S NAME _____ Year Group: _____

Please mark your requested weekly pattern of days with an X

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
AFTER SCHOOL					

Any changes to bookings must be made in writing by email to Mrs Oakes:

*afterschool@laceygreen.cheshire.sch.uk to ensure our records, registers and payments are kept up to date. (Half termly only) Please also note that **no** refunds or credits will be given for sessions booked but not used. Please refer to our Terms of Use for further clarification.*

Lacey Green Primary Academy | Breakfast and After School Club | Terms of Use

September 2026

Breakfast Club and Afterschool Club

- **Breakfast club** is £6.50 per session and runs from 7.30am to 8:40am. Payment is online only. Breakfast is stopped being served at 8.20am and children are taken down to class at the correct time.
- **Afterschool Club:** is £14.00 per evening from 3.25pm – 6.00pm. A light tea will be provided.
(Any changes to these fee will be notified to all parent / carers at least a month in advance.)

Terms of Use

- Regular weekly sessions that are booked will continue until cancelled in writing by the parent / carer by email to afterschool@laceygreen.cheshire.sch.uk
- A **set pattern** each week has to be booked for both breakfast and Afterschool Club. The pattern has to remain for a minimum of half a term. We cannot accommodate any individual requests which ask for any weekly, fortnightly etc variation.
- 10% discount is given on regular weekly sessions when two or more siblings from the same family attend the club.
- If a child is collected late (after 6.00pm) there will be a £10.00 charge for each 15 minutes or part thereof.
- **Afterschool Club ONLY** - Additional / one off emergency bookings (if permitted) are charged at £20.00 per session, regardless of the amount of notice given. No sibling discount is given for additional sessions. Once this session is booked and agreed, payment will be charged whether or not the child/ren attends. These sessions cannot be cancelled. We cannot accommodate one-off bookings for breakfast club under any circumstances.
- **All requests / notices etc. for the same day are to be emailed before 1:00pm to afterschool@laceygreen.cheshire.sch.uk.** A response to confirm your change / emergency additional session request, will be sent to you from the school office to let you know if we have been able to accommodate your request. We do try wherever possible to accommodate emergency requests, but they cannot be guaranteed.

Charges and Cancellations

- Afterschool and Breakfast Club charges are raised at the beginning of each month in advance and should be paid in full by the end of that month.
- Additional / Emergency After School Club charges are invoiced when they occur and will show in your ArborPay account.
- Cancellation of your place in the After School Club needs to be notified by email to the After School Club email address mentioned above. Cancellations should be notified before the end of the month, to be effective from the beginning of the following month. Once charges have been raised at the beginning of the month they are payable in full.
- We accept childcare vouchers.
- Any regular weekly sessions booked are to be paid in full regardless of whether the child attends or not.
- You will not be charged for a session if your child is representing the school in a sport event after school.