

Dear Parents/Guardians,

We are happy to announce a New Booking System for our CC4C Before and After School sessions via Parent Pay. This system is now live and ready for parents/ carers to use effective as of today.

You are now able to book sessions for the week commencing 29th November on a rolling 100 days, the cut off time for booking sessions will be 48 hours prior to the session taking place.

Payment for your selected session is required at the time of booking. Those that pay via childcare vouchers will have funds uploaded to their Parent Pay account within 48 Hours of the funds being received into the school bank account, this can then be used to secure your selected bookings.

The session costs will remain the same at CC4C and are as follows:

Breakfast Club Drop off children from 7:30am..... £4 per child – [\(This will show as Breakfast on ParentPay\)](#)

Breakfast Club 8:15am Drop off children from 8:15am..... £2 per child – [\(This will show as Morning on ParentPay\)](#)

Children will have access to breakfast and a range of activities and taken to class at 8:45am ready to learn.

After School Early Pick up Collection of children up until 5pm..... £6 per child – [\(This will show as Afternoon on ParentPay\)](#)

After School Late Pick up Collection of children from 5pm until 6pm..... £7.50 per child – [\(This will show as after school on ParentPay\)](#)

Children will be collected from their classroom at 3:30pm and provided with a tea and a range of activities. Pick up by 6pm at latest.

CC4C bookings will remain under the same Terms and Conditions as previous, any cancellations made less than 24hours to sessions will still be chargeable.

We have made these changes to provide convenience for families and to reduce debt level. Unfortunately some accounts have fallen into arrears and families continue to use the service without paying which impacts upon our ability to cover staff costs. We do not wish to cause anxiety for working parents so if you are struggling please speak with our School Business Manager, Sarah Dollard. Who will work out a repayment plan with you. The aim is that a 'pay as you go' system will prevent large debts accruing and not cause issues for families to repay or jeopardise the continuing provision of CC4C which is so valued and needed.

If you have any queries regarding booking your child's places at CC4C please don't hesitate to contact the School Office contact number and press 3 for Finance.

Kind Regards,
Finance Team