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Head Teacher: Mrs S Frost  
www.ashfieldjuniorschool.co.uk

21<sup>st</sup> March 2019

Dear Parent/Carer

Re: New System and Procedures for using the 'Wrap Around Care' (Study Club)

## IMPORTANT – PLEASE READ

As of Monday 15<sup>th</sup> April 2019, we are changing our procedures for using the 'Breakfast and After School Club Sessions'. We are transferring from written and verbal bookings to a new on-line system, where you can book and pay, all at once.

From today, Thursday 21st March 2019, it will be your responsibility, as a parent/carer, to book and/or cancel all Study Club session that you require therefore, ALL Study Club sessions **FOR APRIL ONWARDS, MUST** be booked on-line. There is a limit of 18 places per session, **IF YOU HAVE NOT BOOKED, YOU MUST NOT TURN UP WITH YOUR CHILD/CHILDREN AS PLACES WILL NOT BE AVAILABLE.**

To do this, parents **MUST** register on the following site:

<https://ashfieldfunclub.kidsclubhq.co.uk/cust#/booking/203906/children>

Once registered, you can use our 'Wrap Around Care' provision, as and when needed.

CANCELLATIONS MUST BE MADE VIA MRS THWAITES GIVING AT LEAST 24 HOURS NOTIFICATIONS, OTHERWISE YOUR ACCOUNT WILL NOT BE CREDITED for the SESSIONS that you DO NOT USE and NO REFUNDS WILL BE GIVEN.

### **The terms and conditions for cancellations are as follows;**

Cancellations must be made at least 24 hours BEFORE the start of your booked session. Eg. If you have a session booked for breakfast club and need to cancel, you MUST do so BEFORE 8am the day before. If you have a session booked for the After School Club and need to cancel, you MUST do so BEFORE 3pm the day before. Failure to cancel will result in sessions being charged.

YOU **MUST** READ THE **FULL** TERMS AND CONDITIONS DURING ON-LINE REGISTRATION!

When cancellations are made 24 hours before the start of the booked session, your account will be credited which means you have the money to spend on a future session that you require, ie the system credits your account.

**PLEASE NOTE** if your child is absent due to illness BUT is booked into club, it is your responsibility to ring Mrs Thwaites to enable her to **CANCEL YOUR SESSION** on your behalf and you **WON'T** be charged.

Sessions can be paid using a debit card, by bank transfer (BACS) or childcare vouchers. Just follow the information on screen.

Please allow ample time to register and please be mindful that there will be no-one to assist with any queries during the school holidays, therefore it is mandatory that you register and book your sessions as soon as possible. The system will be ready to use from Wednesday 20<sup>th</sup> March.

If you have any queries, please contact Mrs Fletcher in the school office.

Kind Regards

Mrs Frost  
Headteacher



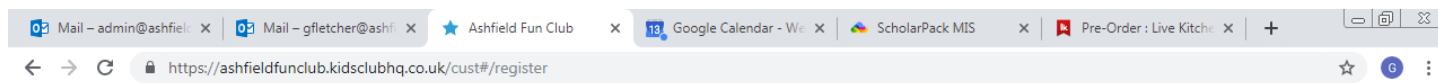
LOTTERY FUNDED



INVESTORS  
IN PEOPLE



To Register, simply enter your name (as a parent), e-mail address and create a password. Then press Register  
Once you have registered, you can login as and when required



## Ashfield Fun Club

Registration

**Full name:**

**E-Mail:**

**Password:**

Already registered? [Log In Here](#)

Booking system provided for Ashfield Fun Club by Kids Club HQ.

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#### Data Protection

Please note that your personal details and those of your child(ren) or child(ren) you care for supplied during the booking process will be held and/or computerised by Kids Club HQ and Ashfield Fun Club for the purposes of processing your booking. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. Joined-up Solutions Ltd (trading as Kids Club HQ) are registered with the Data Protection Act 1998 under the number ZA159194.

[Privacy Policy](#) / [Terms](#)

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