



High Street, Workington, Cumbria CA14 4ES

Tel: 01900 604565

admin@ashfield-jun.cumbria.sch.uk

Head Teacher: Mrs S Frost

www.ashfieldjuniorschool.co.uk

Dear Parent/Carer

Re: Info and Procedures for using the 'Wraparound Care' at Ashfield Junior School

IMPORTANT – PLEASE READ

Here at Ashfield Junior School, we offer a wrap-around care facility, offering a breakfast club for juniors only and after school club for both infants and juniors. Ashfield Infant School run their own breakfast club since January 25.

The on-line booking system is operated by 'Kidsclub'. To register on Kidsclub, type the following into your computer internet search bar.

<https://ashfieldfunclub.kidsclubhq.co.uk/>

Follow the instructions and enter all details requested. Once you have registered, you can use our 'Wraparound' provision as and when needed.

Payments are expected via BACS, which is our preferred method of payment. Childcare Vouchers can also be used and payments are shown on the bank statement. We do take cash or a cheque but only if you do not use online banking. Please speak to Mrs Fletcher.

Payments must be made at the time of booking. Payments are offset against your account when they appear on the online bank statement. These are updated approximately three times per week.

It is the parents/carers responsibility to ensure they book all sessions required on the 'Kidsclub' website. There is a limit of 20 places per session so if you need the provision, book early. We cannot refund sessions if the session is full and your child doesn't attend, when booked in.

IF YOU HAVE NOT BOOKED ONLINE, YOU MUST NOT TURN UP WITH YOUR CHILD/CHILDREN, AS A PLACE MAY NOT BE AVAILABLE.

Morning Sessions - Children **MUST** be taken into club and handed over to a member of staff who will sign your child/children into club. **Please ensure they are accompanied by yourself or another responsible adult.**

SESSIONS CANNOT BE CANCELLED BY PARENTS, therefore, **PLEASE CALL THE SCHOOL OFFICE** on 01900604565 or **EMAIL ANY CANCELLATIONS TO** admin@ashfield-jun.cumbria.sch.uk **GIVING AT LEAST 6 HOURS NOTICE IF POSSIBLE.**

We **CANNOT CREDIT** your account for unused sessions if you have **NOT** requested the cancellation, especially if the session is full.

The terms and conditions for cancellations are as follows;

If you have a session booked for breakfast club and need to cancel, you **MUST** do so **BEFORE** 3pm the day before as this will free up a place for another child. If you have a session booked for the After School Club and need to cancel, you **MUST** do so **BEFORE** 12 noon on the day of the booking or before. Failure to cancel will result in sessions being charged.

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

Cancelled sessions will show on your account as an account credit and can be used for future sessions that you would like to book.

PLEASE NOTE if your child is absent due to illness **BUT** is booked into club, please e-mail or ring the school office to cancel the sessions. Please don't assume that your session will be cancelled automatically.



LOTTERY FUNDED



INVESTORS
IN PEOPLE



The School office hours are 8am to 4pm.

The breakfast sessions open at 7.45am - £5 per child per session – Breakfast is provided until, no later than 8.20am

The after school sessions close at 5.15pm prompt - £8 per child per session – A snack is provided at 4pm where all children sit together at the table.

For the after school sessions, our wraparound care staff will collect any infant school children from the infants, who are booked into club and escort them to Ashfield Junior School.

If you have any further questions, please do not hesitate to contact the school office.

Kind Regards

Mrs Frost
Headteacher

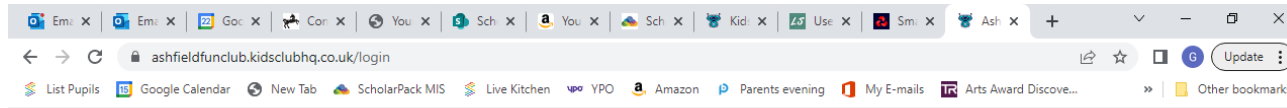


Fun Club (wrap around care)

Enter the website below onto your internet browser

<https://ashfieldfunclub.kidsclubhq.co.uk/>

You will then see the page below displayed – Click on '[Register for an account](#)' and follow the instructions



Ashfield Fun Club

Log in to your account

New to Ashfield Fun Club? [Register for an account](#)

Email

Password

Login

[I've forgotten my password](#)

Booking system provided for Ashfield Fun Club by Kids Club HQ

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Activate Windows
Go to Settings to activate Windows.

