



Tuesday 25<sup>th</sup> August 2020

## **KIDS' CAVE AFTERSCHOOL CLUB**

This letter contains all the information you need to know about the restart of our Kids' Cave afterschool club starting on **Monday 7<sup>th</sup> September**. As you may be aware, from last year, we are only allowed to operate our Kids' Cave provision for 2 hours after the school's official closing time. As a result of this, and due to the staggered closing times of school, particularly on a Friday, some of the timings for Kids' Cave have had to change. Please read this letter carefully if you intend your child to use Kids' Cave. If this letter isn't clear, in any way, please give school a call and we will try our best to answer your query.

- 1) Kids' Cave Opening Hours  
Monday, Tuesday, Wednesday and Thursday - 3pm – 5pm  
Friday - 2pm – 4pm
- 2) In order to achieve social distancing, as children will be coming from different class bubbles, Kids' Cave will take place in the school canteen – a bit like breakfast club.
- 3) Children will need to sit in family groupings or with children from their class bubble, in order to maintain appropriate distancing.
- 4) All parents can collect their children from the school canteen. Please ring the bell on the door and a member of staff will check who you are here to collect. Staff will then bring your child to the door. Parents / carers should not enter the canteen.
- 5) Kids' Cave will, unfortunately, not be exactly the same as it was before school closed last March. Enhanced hygiene and distancing measures mean that activities etc may be slightly different. Our staff are busy planning how to make Kids' Cave as exciting as possible, given the restrictive measures we must follow for everyone's safety.
- 6) **ALL BOOKINGS, ALONG WITH PAYMENT, MUST BE MADE FROM THE THURSDAY OF THE WEEK BEFORE. WE ACCEPT BOOKINGS UP UNTIL 12PM ON A FRIDAY FOR THE FOLLOWING WEEK. PLEASE BE ADVISED THAT, IN LIGHT OF COVID-19 CONCERNS, ANY BOOKINGS NOT MADE BY 12PM ON A FRIDAY THE WEEK BEFORE WILL NOT BE HONoured AND YOUR CHILD WILL BE UNABLE TO ATTEND. THIS IS DUE TO THEIR BEING A LIMIT ON THE NUMBERS OF CHILDREN THAT CAN ATTEND.**
- 7) **CORRECT CHANGE MUST BE GIVEN WHEN BOOKING AND PAYMENT MUST COME INTO SCHOOL USING THE BOOKING ENVELOPE SUPPLIED. WE ARE UNABLE TO PROVIDE CHANGE OR CARRY MONEY OVER TO FUTURE BOOKINGS. IT WILL BE ASSUMED THAT IF**



## Victoria Primary School & Nursery Unit

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### **AN OVERPAYMENT IS MADE THAT YOU ARE HAPPY FOR THIS TO BE ADDED TO SCHOOL FUNDS.**



- 8) Booking envelopes can be collected, in bulk, from the school office or from Kids' Cave staff. Please **only** use the booking envelope for making a booking and providing payment.
- 9) Prompt collection for children finishing at 5pm is required as staff need to sanitize all areas used in the canteen at this point.

Once again, I am sorry for such a rigid list of what to do and not do. However, as previously said, all decisions have been made for a specific reason. Without them, we would be unable to open Kids' Cave.

Thank you all in advance for your support at this time.

Mr C. Fulton  
Principal

### **Our booking envelope, that can be collected from school, looks like this**

 Kids' Cave Booking Envelope 					
Please use this booking envelope for ALL bookings for Kids' Cave. <b>PLEASE INCLUDE CORRECT PAYMENT IN THE ENVELOPE AT THE TIME OF BOOKING.</b> No change can be provided. It will be assumed that if an overpayment is made you are happy for this to be added to school funds.					
Child's Name: _____			Class: _____		
<b>Please circle the timings that you would like your child to attend Kids' Cave on each day.</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1 hour booking</b>	3pm – 4pm £4.50	3pm – 4pm £4.50	3pm – 4pm £4.50	3pm – 4pm £4.50	2pm – 3pm £4.50
<b>2 hour booking</b>	3pm – 5pm £9.00	3pm – 5pm £9.00	3pm – 5pm £9.00	3pm – 5pm £9.00	2pm – 4pm £9.00
Total Payment Required For Full Week £ _____ <small>Please remember no change can be given.</small>			Payment Enclosed in Envelope £ _____ <small>Please remember no change can be given.</small>		