



THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

Happy Dayz - After School Care - Charging Policy

Our Offer

Opening hours 3.30pm – 6.00pm
Fully staffed after school care, with timetabled daily activities

Light afternoon snack, which will include a pre-booked meal of your child's choice from our daily menu with savoury and sweet accompaniments, fruit cordial, milk and water also provided throughout. Children will be brought to the main hall straight from their classroom and can be collected by their parent / carer any time up to 6pm.

Booking

You must prebook and pay for your child's place by 9am on the day, by visiting <https://thomaswillingaleschoolandnursery.kidsclubhq.co.uk/cust#/auth>

The school office cannot take telephone messages or emails for the Happy Dayz team.

If you need to cancel a pre-booked session, you must give us one school days' notice (Friday for Monday) and your account will be credited, if your child does not attend due to illness, or any other reason and you have not given the sufficient notice then the place will be charged for.

Cancellations must be made in writing either by emailing us at: clubs@thomaswillingale.essex.sch.uk or by texting us on our mobile number below.

Happy Dayz Mobile: **07907-524-097**

Charges

£18.00 per session

Bookings must be made via the Kids Club HQ web site; payment can be made by debit or credit card or by transfer from your tax-free childcare account.

Please ensure all fees are paid in advance, or your child will be refused entry into Happy Dayz and will remain in the school office whilst you are called to collect them.

When a pupil leaves the school and income has been received but the club has not been attended, the parent is entitled to request a refund in writing to finance@thomaswillingale.essex.sch.uk where the figure exceeds £10, lesser amounts will be retained in school funds.

There will be a late pick-up charge of £5 per 5 mins, which will be invoiced weekly.

6.05 – 6.10	£5.00
6.10 – 6.15	£10.00
6.15 – 6.20	£15.00
6.20 – 6.25	£20.00