



We aspire for The Den to be a welcoming, safe, secure environment where children can relax and enjoy their time before and after school. We will make use of our wonderful facilities and offer a range of indoor and outdoor activities to appeal to a variety of interests, balancing the children's varying needs for fun and energy with their needs to chill and relax. We want this to be a service that is both helpful for parents, and loved by the children.

**Bookings for the Autumn term 2020 – 21 will be open from 12noon Monday 29<sup>th</sup> June 2020. Bookings are on a first come first served basis so please do book as soon as possible to avoid disappointment.**

### **How to book**

#### **Create a School Gateway account**

- Log in to: <http://www.schoolgateway.com> Click on 'New User'
- Alternatively you can download an App on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
- When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.
- The system will send a PIN code to your mobile telephone; please enter this PIN code and the software will be activated for you.
- You have now created a school Gateway account.

### **Club options available**

#### **Breakfast Club - Autumn term 2020 – 21.**

- 7.30am start until just before school starts.
- Breakfast is served between 7.30am – 8.15am. Any child arriving after 8.15am will not be served breakfast.
- Please inform the Den team of any special dietary requirements.

#### **Afternoon Club - Autumn term 2020 – 21.**

- From after school until 4.30pm/6.00pm depending on option booked.
- A hot meal is served between 4.30pm – 4.45pm if you book until 6.00pm.
- Please inform the Den team of any special dietary requirements.

### **Booking a club option**

- Click on the club you are wanting to book: Breakfast Club or Afternoon Club.

#### **Breakfast Club – Autumn term 2020 – 21**

- If your child will be attending Breakfast Club every day Monday – Friday select the option £4.50 per day each day.
- If your child will be attending Breakfast Club on various days, not a full week select the option £5.00 per day each day.

#### **Afternoon Club – Autumn term 2020 – 21**

- If your child will be attending Afternoon Club until 6.00pm on every day Monday – Friday select the option £12.15 per day each day for every week you require.
- If your child will be attending Afternoon Club until 6.00pm on various days, not a full week select the option £13.50 per day each day you require.
- If your child will be attending the Afternoon club until 4.30pm select this option for each day every day you require.

## **Charges**

- Breakfast daily session £5.00 per child.
- Breakfast weekly session (Monday – Friday attendance) £4.50 per child.
- Afternoon session until 4.00pm £10.00 per child.
- Afternoon daily session until 6.00pm £13.50 per child.
- Afternoon weekly session until 6.00pm (Monday – Friday attendance) £12.15 per child.

## **Payments**

Please make sure your account is settled in full monthly. Payments are made direct on the school gateway booking system.

Any outstanding balances to date need to be settled prior to booking the Autumn term.

Any credit from the previous terms will be transferred over to the Autumn term.

## **Child care vouchers**

If you are paying with childcare vouchers once we have received confirmation of your payment your school gateway account will be credited. If you require us to register with any other companies please do let us know.

We are registered with the following providers:

- Edenred P21196396
- Care-4 78857322
- RG Childcare 51444012958
- Computershare 24187324
- Sodexo 890468
- PES (Happy People) 05671
- Caboodle search under school postcode
- Tax free childcare 110277

## **Cancellation Policy**

Complete cancellations must be made a minimum of 2 weeks in advance. Cancellations within 2 weeks of the booking will not be accepted and full payment will be required.

## **Arrival/Collection**

On arrival and collection please use the main entrance to the school the bell is located on the right hand side.

If anyone else will be collecting your child please send an email to confirm the collection arrangements or send a note in with your child. [den@danefieldschool.co.uk](mailto:den@danefieldschool.co.uk)

Please take the time to read the Den [policy](#) found on our web site for further information.

## **How to contact the Den**

- E: [den@danefieldschool.co.uk](mailto:den@danefieldschool.co.uk)
- M: 07469759719 during the Den sessions
- Den leader: Miss Brittany Thompson