



[Reviewed Dec 2024]

## Breakfast and After School Club procedures

The breakfast and after school club offers safe and convenient childcare for Midhurst Primary School pupils on the school premises. Although the ASC is non-profit making, it must break even as we are not permitted to use educational funds to cover any losses.

Charges are currently £6 per child for each one hour session and £3 for the final half-hour session, even if your child will not be staying for the whole period. There are 28 places available each day for both breakfast and after school clubs.

### Timings

Breakfast Club starts at 7.55am. There is no childcare provided before this time, so please do not bring your child early. The After School Club sessions run from 3.30-4.30pm, from 4.30-5.30pm and from 5.30-6pm. If you are late picking up your child from the first session you will be charged for the second session and so on. Please make sure you have collected your child by 6pm as there is no childcare after this time. Please note that the main playground gate is locked at the end of the school day. To collect your child please call the direct dial extension in the ASC room 01730 776736 and Zoe or Margaret will bring your child across to the gate. Please don't use this number at any other time as it will disrupt the school day.

### Catering

For breakfast children can choose from cereals, baked items, milk, tea and squash. The afternoon session includes a cold drink and a snack.

### Bookings

All places should be booked in advance. Bookings can be made for a half term at a time and will be available for parents to see on MCAS two weeks before the end of the previous half term – the date will be shared through the Friday Flyer. If you are paying by card, you will then be able to make and pay for your bookings directly through MCAS, but if you have other payment arrangements (tax free childcare, childcare vouchers, monthly payments, cash or cheque) you should email [bursar@midhurstprimary.co.uk](mailto:bursar@midhurstprimary.co.uk) specifying your exact session requirements as soon as possible after the opening date. The bursar will then make your bookings for you and let you know when payment is due.

Parents are able to make or amend bookings up to 24 hours before the session – if you want to make changes after this please contact the office/bursar by phone or email. Cancellations with less than 24 hours notice and no-shows are charged at the full session rate.

### Online booking and payment

The online system is operated through My Child at School (MCAS), which is the platform for parents to access their child's records at Midhurst Primary.

You will have been sent a login link for My Child at School so you can set your own PIN and password. Once you have activated your account you will be able to access MCAS on a computer, or download the mobile app if you prefer. If you can't locate your initial login link or have missed the time limit you can generate a new link by Googling My Child At School, following the link and clicking "forgotten password".

When you log in you will see B/ASC on the left of the screen. To make a booking, click into this option, then select either breakfast or after school club (each has to be booked separately). You will see a timetable grid with available sessions in blue and any sessions you have already booked ticked green. For the after school club you must first choose which sessions you want (see below), then for both clubs you can make your booking by clicking into each of the dates you require. Click proceed to confirm the booking, add to basket and pay. Please note that if you don't confirm and pay straight away the bookings will be lost.

### Payment

If bookings have been made by the school, when you log into MCAS you will see the balance you owe in the Outstanding Payments section which you can pay by clicking Add to Basket. If you aren't paying the whole amount click into B/ASC and then onto the magnifying glass. Click top-up, put in the amount you are to pay according to your payment plan, and your card details if you haven't already saved them, and confirm. Your payment will then need to be authorised with your bank in the usual way.

### Booking options

<b>Breakfast Club</b>	<b>After School Club</b>	
<b>BC:</b> 7.55-8.55am £6	<b>1<sup>st</sup>:</b> 3.30-4.30pm £6	<b>2<sup>nd</sup>:</b> 4.30-5.30pm £6
	<b>1&amp;2:</b> 3.30-5.30pm £12	<b>2&amp;3:</b> 4.30-6pm £9
	<b>All:</b> 3.30-6pm £15	

### Cancellations, other school clubs and illness

We do not offer refunds for missed sessions, however, if you cancel a pre-booked session **24 hours in advance** you will be given a credit against later bookings. Cancellations can be made online up to 24 hours before the start of the session, or emailed to [bursar@midhurstprimary.co.uk](mailto:bursar@midhurstprimary.co.uk). Credit will also be given if your child misses a session to attend another school club, or because of absence from school through illness, but you will need to claim your credit in each case by emailing the bursar as the wraparound care system is not linked to the school attendance system. **If you know your child will not be attending a booked session please let us know as soon as possible as there may be another child who would like to attend.**

If you wish to set up a special payment arrangement, please contact the bursar on [bursar@midhurstprimary.co.uk](mailto:bursar@midhurstprimary.co.uk). If any parent is having difficulty with payments please contact the Headteacher or the bursar to see if we can resolve the issue.