



July 2021

Dear Parents,

Welcome to St. Peter's Pre-School Club

St. Peter's pre-school club runs from 7.45 - 8.40 am and children can be dropped off any time during this time period. It is held in the room next to the dining hall which is entered via the top playground. You (or the adult responsible for your child) will need to sign your child in the register when you drop off so you know they are in school safely. Your child will be taken to their classroom at 8.40 am if they are in the infants. Junior children will be asked to go directly to their class for registration at the end of breakfast club.

Breakfast is not provided but you are welcome to provide your child with a healthy snack if necessary. Please do not provide anything with nuts.

If you want your child(ren) to use this service you will need to book them in using breakfast club booking system. The cost for using this service is £3.00 per child. If your child is new to breakfast club please ensure that you complete a [registration form](#) and return to the school office so that the breakfast club staff have emergency contact details should they need them.

The link to the booking site is <https://stpeterscroydon.schoolcloud.co.uk/> and I would advise that you add this as a shortcut to whatever device you use in order to be able to access the system easily to book and/or place at breakfast club for your child.

For those unfamiliar with this system I have prepared a short document with [explanatory notes](#) which I hope will be helpful.

Places will be limited to 45 per day and will be allocated on a first come first serve basis.

Weekly bookings open the Monday of the preceding week. Booking slots will open at 7.00am. When all 45 places have been booked for any given day the system will not allow any further bookings. There will not be a waiting list, however it is worth logging in to check if any places have been cancelled.

On that note, if you find that you no longer need a place that you have booked, please log back in and cancel this place in order to free up a space for another child. ***Once you have booked a place you will be charged unless it is cancelled before 3.00pm the day before the booking (or 3.00pm on the Friday before if the place is for a Monday).***

All booking slots will close the day beforehand at 3.00pm. Monday slots will close the Friday before at 3.00pm. This gives time for the office staff to print out a daily list of attendees for Mrs Stone who will tick your child off as they come in. You will still be required to sign your child in so we have a record of who dropped your child to school for safeguarding purposes.

When your booking has been confirmed, please ensure that you login to your ParentPay account and credit the breakfast club service with enough to pay for your booking. We will be monitoring this closely as spaces will be at a premium.

The staff working in our breakfast club are Mrs Stone, Mrs Askew and Mrs Burrow/Ms Harman (who will job share the 3rd role).

If you are having any issues using this system or are struggling to get a place do please come and talk to me and we will see if there is anything we can do to help.

Regards

Teresa Stace
Office Manager

A copy of this letter and the explanatory notes will be available in the extended school section on our website.

- ***New Reception parents - your child will be able to start breakfast club on Monday 20th September and the booking slots for that week will open at 7.00am on Monday 13th September. Please click on the link to the booking system before your child's stay and play session and attempt to login - if you have any problems with this then please pop into the school office for assistance.***