

# Pre-prep After School Activities and Care

Below are some details about the after school care and clubs that we run for Prep-prep pupils. Please note this is for information only and an email will be sent out after the Summer Term half term holiday. Should you have any queries in the meantime please do not hesitate to contact the Pre-prep Office on 01371 822616 or [shoffice@felsted.org](mailto:shoffice@felsted.org).

## Woodlanders

Woodlanders is our general after school care offering and is open to all Pre-prep children. It runs from 3.15 – 5.45pm. Below are some guidelines regarding Woodlanders bookings and charges:

1. Bookings are issued on a first come first served basis.
2. Where sessions are over-subscribed a waiting list will operate.
3. All bookings and amendments must be directed to Pre-prep Office.
4. Woodlanders charges are for a half session (either 3.15 – 4.30pm **or** from the end of an after school club until 5.45pm) or for a full session (3.15 – 5.45pm). Charges will be confirmed in the Woodlanders information book.
5. Charges are made on a termly basis and are added to the end of term account
6. Fees will reflect your original booking, i.e. if you book a full session but collect before 4.30pm, you will still be charged for the full session.
7. If a child is booked in for a half session but is collected persistently late, the full session will be charged for.
8. Bookings are considered ongoing for the academic year unless written notification is given via [shoffice@felsted.org](mailto:shoffice@felsted.org).
9. Cancellation of a booking should be before the half term holiday to avoid charges for the following term.
10. While we do our best to accommodate ad hoc bookings, they are at the discretion of the Head of Pre-prep and in line with safeguarding ratios.

## After School Activities

In addition to Woodlanders, we also offer a number of after school activity clubs. Full details of the clubs available and how to book in advance. Information is sent to all current and new families at the same time. Places are then allocated on a first come, first served basis. Children may attend the second half of Woodlanders after their activity session if they are booked in and have a confirmed place.

## Notice of Cancellation

Notice of half a term needs to be given for cancellation of all clubs and 1 term's notice to be given for Ballet directly to the ballet school and copying [shoffice@felsted.org](mailto:shoffice@felsted.org) in the email, otherwise you will be charged for the whole term for the activities.