



Heage Out of School Club

The Base 'A Place for Friendship and Fun'

"The Base" is a name chosen by our children, for the out of school/wraparound care club, which they love to attend. The Base is very popular amongst our families and is run by Miss Evans and her lovely team.

Our breakfast and after school provision are both based in our School Hall. At certain times of the year, our after school provision also makes use of our fantastic outdoor spaces; such as our school playing field, orchard area and forest school area. There is always fun to be had at The Base, with toys for the children to play with, activities and crafts to enjoy, as well as quiet spaces for relaxation.

The full breakfast club session includes for a healthy breakfast of cereals, toast and fruit juice. At after school club, children are provided with a light snack/tea, to tide them over until they arrive at home. We are able to cater for any special dietary requirements.

Please see our school website for further details about The Base, the activities that take place and the service provided.

Opening Times and Prices:

Breakfast Club

- 7.30am to 8.45am - £5.80
- Or, 8.30am to 8.45am - £1.50 (drop-off session)

After School Club

- 3.25pm to 6pm - £10.00

Collection and Pick-up Arrangements:

Breakfast Club

- At 7.30am, a member of staff will greet children at the bottom gate, to escort them up to the School Hall.
- For arrival after 7.30am, please walk up to the gate at the top of the drive. On arrival at the gate, please ring 07731 497201 and a member of staff will come and greet you.

Heage Primary School
School Lane, Heage DE56 2AL
Telephone: School office 01773 852188 The Base mobile 07731 497201

After School Club

- Please walk up to the gate at the top of the drive and ring 07731 497201 on arrival. A member of staff will come and greet you.
- It is extremely important that you contact the team at The Base direct (on 07731 497201), if you are going to be late, as the school office may be closed.

How Can I Book?

- All bookings are made via the Parent Pay Clubs section of Parent Pay. (Please see attached User Guide).
- However, for urgent, or last minute bookings (from 2pm, the date prior to your booking), please contact the school office direct.

When Can I Book?

- Our booking system is open in half-term blocks.
- Towards the end of each half-term, bookings open for the following half-term. A message is sent on Class Dojo to notify families.
- We encourage families to book as early as possible, as places do fill up. This also supports with food preparation and staffing arrangements.
- The cut off for bookings made via Parent Pay Clubs, is 2pm, the date prior to your booking. After this cut-off, you will need to contact the school office direct.

How Do I Cancel a Booking?

- Whilst we are unable to offer refunds for booked sessions, we would be grateful if you could please inform The Base if your child will not be attending. This is particularly important for After School Club sessions. Please contact the school office in these circumstances to inform.

How Do I Pay?

- There are two ways to pay. You can pay direct via Parent Pay, or via Childcare Vouchers.
- To pay via Parent Pay, please refer to the attached Parent Pay guide.
- For full details in regards to Childcare Voucher Schemes, your eligibility, and how to apply, please see the Gov.Uk website: www.gov.uk/help-with-childcare-costs/childcare-vouchers
- If paying via a Childcare Voucher Scheme, payments will instead be made direct into the schools private school fund account. The School Office will then reconcile payments made into this fund, against Parent Pay, and will complete the manual adjustments accordingly to credit the charges showing on Parent Pay.
- All outstanding payments for The Base, should be paid in full by the end of each half-term, in order to book for the following half-term. Please contact the school office immediately, where there are concerns about payment, in order for the school to support.

When You First Start to Pay via Childcare Vouchers:

- When you first start to pay by Childcare Vouchers, you will need the registration details for The Base, as well as the school bank details (for the private school fund).
- The registered name and number for The Base is as follows: **Heage Out of School Club, Registration Number 112773.**
- Please contact the School Office direct for the bank details and to inform them that you will be starting to pay via Childcare Vouchers.

Thank you

Heage Primary School
School Lane, Heage DE56 2AL
Telephone: School office 01773 852188 The Base mobile 07731 497201