

ACTIVATE USEFUL INFORMATION GUIDE FOR NEW MEMBERS

Fees for Breakfast and After School

Morning session		£4
After school short stay Early Years	Collection by 4.15pm	£4
After school short stay Yr 1- 6	Collection by 4.15pm	£3
After School Full Evening	Collection by 6pm	£14
After School	Following an after-school club, finishing after 4:30pm	£7
Full wraparound (AM & PM)	Weekly Booking	£80 per week.

Opening Times

Breakfast	Drop off can be anytime from 7:30am onwards. Please use the Pupil Entrance door in the car park to drop-off (buzzer on the right)
Afterschool	Collection can be anytime up until 6pm (late charge applies after this time). Please use the Pupil Entrance door in the car park to collect (buzzer on the right)

Food

Breakfast	Food is not provided; however, children can bring their own food, cereal, milk, toast etc. NO NUTS please.
Afterschool	A snack tea of sandwiches, salad and fruit is provided, this is given at approx. 4:30pm. (Tea is NOT provided for 4:15pm bookings)

What Happens in Activate?

Breakfast	In this session we are unable to offer outdoor play therefore, all children are in the hall together. We have a variety of toys/activities for children to do, and they are encouraged to mix with other children.
Afterschool	After an initial period of play at the start of the evening, Years 2 to 6 will go to the ICT room under the supervision of a member of staff to complete their homework until 4:30pm, if they have any homework to do. This is available Monday-Thursday. Whilst Year 2-6 are completing homework, Kindy, Reception and Year 1, will have the opportunity to play both indoors and outdoors (weather permitting). There is a wide range of toys available, and the children select what they would like to play with. At 4:30pm (approx.) a snack tea is provided for all children. After tea, all children will have the opportunity to play. Children are encouraged to play with everyone.

How to book a place

There are two different booking forms, only one needs to be completed and emailed to bpsactivate@bowdonprep.org.uk.

All bookings received before the start of a term are guaranteed a place, after this they are subject to availability.

Booking forms are available on the school website, please see the link below:

[Wraparound Care | Bowdon Preparatory School](#)

In addition, they are emailed to all parents before the start of a new term and are available for collection from Activate or the School Office.

Until Further Notice Form	If you require the same sessions regularly then we would strongly recommend that you use the UFN form to make your booking. This means that you are guaranteed a place automatically until the end of the school year or until you cancel. Individual sessions can be cancelled with no charge if at least seven days' notice is given in WRITING via email to bpsactivate@bowdonprep.org.uk
Half Termly Form	If you require different sessions each week this is the form to use. The full half term does not have to be completed all at once, some parents complete half termly, some monthly and some weekly, please be aware that places are booked on a first come first served basis until full, so the earlier you are able to hand in your form, the more likely you are to get a place. Bookings once made can be cancelled with no charge if a minimum of seven days' notice is given in WRITING via email. This form can also be used if you just want to book a one-off session.

Do we take on the day bookings?

We appreciate that sometimes parents may be delayed, and we are able to take on the day bookings. These are subject to availability and therefore we cannot guarantee that a place will be available. Please be aware that persistent on the day bookings are subject to an additional charge (£5 for the full evening and £2.50 for a 4:15pm collection).

How to Pay for Activate

All bookings are recorded on Parent Pay (the school office will provide log in details for this). Parent Pay deducts the session fee daily; it is not taken as a lump sum. It is the responsibility of the parent to keep their account **in credit**. Please refer to the school Policy on Late Payment of fees. Most parents pay a lump sum as anything not used will stay on your account to be used in the future or refunded to you when your child leaves the school.

Parent Pay	Pay directly onto your account using a debit or credit card. You will be unable to credit your account until the first day your child is booked into Activate for.
Child Care Vouchers	Make a lump sum payment to the school referenced 'Activate' and the finance officer will credit this payment to your Parent Pay account.