



STARTING
Thursday 2nd
September
2021

After School Club

***At St. Michael's Sandhurst
CoE Primary School***

Times & Prices:

3.15-6.00pm - £12.00

3.15-4.30pm - £7.00

4.30-6.00pm - £7.00

Flexible booking available online

Childcare Vouchers Accepted

or visit www.in2care.co.uk





After School Club

We provide a variety of healthy snack choices, alongside a variety of child initiated and adult planned activities for the children to enjoy after a busy day at school. We offer a wide range of free play activities such as crafts, construction, board games, small world play such as cars, trains and dolls, yoga, team games and sports, alongside some quieter activities such as card games, puzzles and stories to choose from to support children who prefer time to wind down and relax after school.

We provide a selection of healthy snack choices in line with healthy eating guidelines including a carbohydrate, toppings, fresh fruit and vegetables and a refreshing drink.

- Carbohydrate choices include bagels, english muffins, crumpets, wraps, toast or pitta
- Topping choices include butter, marmite, jam, tuna, cheese spread or cheddar cheese
- Fruit choices include melon, bananas, oranges, apples and pears
- Vegetable choices include cucumber, mixed peppers, tomatoes, carrots, celery and lettuce
- Drink choices include cold water, sugar free squash or fresh milk

* We can provide for all dietary needs such as dairy or gluten free alternatives

* Please note we are a nut free site



Visit our website here - www.in-2-care.co.uk and click the tab 'Book In2Care' this will take you to our online booking system. Simply create an account, find St. Michael's Sandhurst CoE Primary School and select the sessions you would like to book.

Does my child need to bring anything with them?

No. Please ensure any items brought to In2Care are clearly labelled. Please ensure children do not bring any valuable toys or belongings with them as In2Care cannot be held responsible if they go missing.

My child is going to be absent or I need to cancel a session, what should I do?

You can cancel your sessions through the booking system. Please note, we require 48 hours' notice to issue a credit note. It is parents' responsibility to ensure the school know that their child will not be attending after school club.

Do you provide a meal for my child?

We provide a healthy and nutritious snack at our After School Club sessions. Please note this is not a tea.

What if my child requires medication whilst at the club?

Any child requiring medication, including inhalers, cannot attend until we have our own supply of the medication. In2Care can only administer prescribed medication. Please ensure you hand any medication required to the Club Manager with a Permission to Administer Medicine form. If your child requires regular medication, we recommend that you supply the Club with extra medication which can be stored to avoid regular transfer.

My child has additional needs. How can you help?

In2Care is a fully inclusive provider, and we try to support all children. It is important that we are fully informed of any child with additional needs so we can try and support the child in the best way possible. The best way to do this is by notifying us on the registration form. We would also suggest raising this with our company SENDCO – Leanna Hall - leanna@in-2-care.co.uk and the Club Manager prior to your child's first visit.

If your child requires 1 to 1 support, we would need notice to try and arrange this. We do not offer 1 to 1 support as standard so this would be chargeable at an hourly rate. If required, we would suggest you speak with your local authority who may be able to help you access local funding.

How do I collect my child and can I pick them up at any time?


Parents can collect from the after school club at any time from school finish until 6pm. All children must be signed out by 6pm. Late Fees of £10 per 15 minutes are applied for late collections. You must inform our Head Office if your child will be collected late. Only people listed on the registration and who are 16 years of age or older can collect.

What happens if someone else is collecting?

Only people listed as a Collector on your account can pick up your child. You can easily change this by logging into your account. Staff will only release children to people they know or can verify so please ask that collectors bring photo ID with them for checking. Any person collecting your child must be over 16 years of age.

Is there a booking deadline?

You can book online up to 30 minutes before the session, as long as there is availability.



Payment and payment support with In2Care

We accept all types of cards and make no charge for card payments. If you are booking over two months in advance payments can be spread across the duration of the booking using a re-occurring payment plan generated by the system.

Childcare Vouchers

We accept all types of childcare vouchers. Please contact info@in-2-care.co.uk for support with this.

Tax Free Childcare

We accept Tax Free Childcare. Please contact info@in-2-care.co.uk for support with this.

If you are making a regular booking covering a period of time, you can make monthly payments. If you are paying by childcare vouchers or tax free childcare, you will need to input the monthly amount you wish to pay. If your childcare/tax free vouchers do not cover the whole amount any outstanding balance can then be paid in full at time of booking or by card instalments if applicable. The system will calculate this at the payment stage.

What help is available to pay your childcare

In2Care are an Ofsted registered childcare provider; you therefore may be able to subsidise the cost of using In2Care through one of the following:

Childcare Vouchers

Childcare Vouchers allow employers to help their employees with the cost of childcare. Childcare Vouchers are exempt from National Insurance Contributions (NICs) and Income Tax for employees up to the value of £55 per week, which can mean savings of over £2000 a year for a couple who are both working. In2Care accepts all childcare vouchers. All employers are able to run a childcare voucher scheme (they make savings too). Please speak to your employer for details on this.

Tax Free Childcare

This is a Government replacement for childcare vouchers. More information can be found at www.gov.uk/help-with-childcare-costs/tax-free-childcare

Working Tax Credit

Nine out of ten families could save up to 80% of childcare costs through Working Tax Credit. Visit payingforchildcare.org.uk. Martin Lewis of Money Saving Expert fame has also produced a very user friendly section on paying for childcare on his website, which includes a tax credit eligibility calculator

www.moneysavingexpert.com/health/childcare-costs

How do I pay via childcare vouchers and Tax Free Childcare?

We accept all types of childcare vouchers and tax free childcare. This can be full or part payment towards a booking. The childcare voucher company you use will depend on which one your employer is registered with. Please speak to them to find out which voucher company you use. If it is not on our list then please contact info@in-2-care.co.uk so we can register ourselves with them. Most childcare voucher companies provide parent access to pay online via their website.

Can I pay with both Cards and Childcare Vouchers/Tax Free Childcare?

You are able to do part payments with your CCV and credit/debit card.

Can I pay by cash/cheque/bank transfer/PayPal?

Unfortunately we are unable to accept any of the above methods of payment.

Can I book and you invoice me for the sessions later?

You will need to pay for the sessions as you book them otherwise they will be deleted automatically by the system. However, you can organise a card/CCV instalment plan if the booking spans more than 2 months.

Can I spread the cost?

Yes, you have the option of spreading your payments monthly across the duration of your booking if it covers a period of more than two months. The first instalment must be paid on booking and the following monthly instalments will be set by the system and can be on a date convenient for you.



in2care

Email : info@in-2-care.co.uk

Call us on: 01344 609934

www.in-2-care.co.uk