



Early Morning Club

We are pleased to offer a before school club facility to reduce the stress of the morning routine and support working parents.

Bookings are made online using Scopay. All children are issued with a Scopay link code when they join the school. If you are unable to locate your Scopay link code then please send an email to bookings@holmesdale.surrey.sch.uk

Club Information

- The Club is open to children in Reception, Year 1 and Year 2 through an on-line booking system called Scopay. Please see enclosed *Guide for Parents - Booking Sessions on Scopay*.
- Sessions run daily from **7.45am until child's class start time**.
- The Early Morning Club is located in the school hall and has the capacity for a maximum of 45 children. If there are any changes to the location you will be notified in advance.
- Children have up to an hour before school to play and socialise. We do not provide breakfast or have the facilities to eat breakfast brought in from home.
- No child will be accepted without prior booking confirmation

Pricing and booking information

- The cost is **£4 per session, per child**.
 - Bookings can be made for the entire term
 - To book sessions, log into your Scopay account and select the child you wish to book sessions for. There is also a useful Scopay App.
 - Ensure that there is money on your Scopay account before booking sessions
 - Select 'Order Sessions' and highlight the days you wish to book for.
 - Make payment for the sessions selected.
 - You are able to view bookings and transactions on your account. If you would like a statement of your account then please email bookings@holmesdale.surrey.sch.uk
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Childcare Vouchers

We accept **childcare vouchers**. If you are looking to pay for sessions with vouchers, contact bookings@holmesdale.surrey.sch.uk to set up your account before making a booking through Scopay.

Please include:

- Name and class of child
 - Childcare voucher provider
 - Childcare voucher account number
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Refunds

- One week's notice should be given for cancellation of a session(s) to receive a full refund. Cancellations less than one week will be subject to a 20% administration charge.
- Refunds will be paid if the school enters an enforced period of closure.
- If the school needs to close for ad hoc unforeseen circumstances, such as adverse weather it is the club's policy not to provide refunds.