



## 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. The club delivers a welcoming atmosphere and a calm transition into the school day where children can engage in craft activities and quiet play.

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](mailto:bookings@holmesdale.surrey.sch.uk)

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### 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 *Guide for Parents - Booking Sessions on Scopay*.
  - Sessions run daily from **7.45am until child's class start time**.
  - 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.
  - Children will not be accepted without prior booking confirmation.
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## Childcare Vouchers

We **do** accept **childcare vouchers**. If you are looking to pay for sessions with vouchers, contact [bookings@holmesdale.surrey.sch.uk](mailto:bookings@holmesdale.surrey.sch.uk) to set up your account before making a booking on Scopay.

Please include:

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

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## Pricing and booking information

- The cost is **£5 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 can view bookings and transactions on your account. If you would like a statement of your account, please email [bookings@holmesdale.surrey.sch.uk](mailto:bookings@holmesdale.surrey.sch.uk)

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## Refunds

- One week's notice should be given for cancellation of a session(s) to receive a full refund.
- 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.