



CARGILFIELD

THE
AFTER
SCHOOL CLUB



After School Club

Our After School Club is situated in the Pre-Prep building. There are 30 places available and it is extremely popular.

ASC is for children from Nursery and P1 from 3pm-6pm and for children from P2-P3 from 4pm-6pm (after activities). Should you require a one off booking for P2 and P3 children we will endeavour to fit them into an activity between 3-4pm. If this is not possible they will go directly to ASC from 3pm.

While your child is in the ASC we provide a range of structured activities but also the opportunity for free play.

Our range of activities includes for example, arts and crafts, Lego and construction, jigsaws and board games. We will also take part in Easter, Christmas and Halloween activities within the club along with a range of other topics. We provide the opportunity for outside play and games each day with the children encouraged to participate in providing ideas for activities.

P1-P3 children staying after 5pm will also have a short homework session with a member of staff on hand to help.

A small healthy snack is provided for all children and those staying after 5.30pm will be given supper in the main dining room. They can be collected from the Upper School Library afterwards.

To ensure the smooth running of the After School Club we have a few procedures in place to allow us to meet the needs of all our parents:

- All requests for on the day bookings should be emailed to asc@cargilfield.com by **9am**. Please state what time your child will be going in and out when emailing. You will then be contacted by email to confirm whether or not a place is available.
- If you have pre-booked a place, but no longer require it on the day, please email asc@cargilfield.com by **9am** to cancel it. If you have pre-booked a place and do not cancel it by this time, you will still be charged at the

appropriate rate. Please also remember to cancel any bookings if your child is absent from school for any reason.

- Should you decide at the last minute to pick your child up at 3pm rather than have them go to After School Club, please inform the ASC staff in person so they know not to expect them.
- If there are any last minute changes to your plans please call the main school office on 0131 336 2207 so that the message can be passed on.
- The charging for After School Club is as follows:
 - 3pm start - First hour £10.50
 - 4pm start - First hour £12.50
 - 5pm start £10.50
 - Then per half hour £1.75
- If you are late to pick up you will be charged for the next hour's rate.
- The After School Club runs from 3pm to 6pm and please ensure your child is collected by 6pm. There will be an extra charge of £10 if you are more than a few minutes late.
- A booking form will be sent via our SchoolPost mailing system.

Thank you so much for your ongoing cooperation.

asc@cargilfield.com

0131 336 2207