

# **ST LAWRENCE CAP CLUB**

(Come and Play)

Church Road  
East Molesey  
Surrey KT8 9DR



## **Information Pack**

Email: [bccap@stlawrence-junior.surrey.sch.uk](mailto:bccap@stlawrence-junior.surrey.sch.uk)

Mobile phone number: 07799 380157

School Ofsted registration number: 125179

Manager: Mrs S Walker

## CAP Club (Come and Play)

The CAP Club is available to those children who attend St Lawrence Junior School.

The Club is open during term time only - Monday to Friday 3.15pm to 5.30pm except for the last day of each term.

The Club aims to provide a supervised, happy and relaxed environment for all the children as well as a reliable service for parents and carers.

Water is available at all times for your child. We offer a buffet of healthy snacks at around 3.30pm, and for all children arriving after a previous activity. The snack includes a wide variety of fruit (fresh and dried) and vegetables, crackers and bread sticks.

There are numerous games and activities throughout the session, both indoor and outdoor (weather permitting). There are areas allocated for games, homework, arts and crafts, quiet play and rest. Children have a variety to choose from and, with encouragement, learn new skills.

We endeavour to provide something all children will enjoy within the play area. Children are also encouraged to organise their own games to give them independence and confidence.

The cost is £13 per child, per session. It is payable in advance to secure a place. The Club accepts ParentMail payments, childcare vouchers and by using the HM Government tax-free childcare voucher scheme.

Places need to be booked and payments made in advance each half term. We cannot book or hold any places unless the payment has been made.

We regret there are no refunds or credits for absences, nor for any non-attendance.

In an emergency, with parental permission, children will be allowed to attend and will be charged at the usual rate.

We need to be able to ensure the staff/child ratio is correct as stated in Ofsted guidelines.

For any late collections after 5.30pm there is a charge. Regular misuse of this service will result in your child being unable to attend the club (see terms and conditions).

We request all communication is made via our mobile phone: 07799 380157 during club hours or by email to [bccap@stlawrence-junior.surrey.sch.uk](mailto:bccap@stlawrence-junior.surrey.sch.uk). You can ring our phone and leave a message.

We do not return any calls unless there is a query or problem with your booking request. You must advise in advance if someone else is collecting your child, either by letter or to the club phone number.

You may not park in the school car park when collecting your child from the club.

More information is available on the school [website](#).

## CAP CLUB

### Terms and Conditions (2026)

Thank you for your interest in the CAP Club. The Club aims to provide a supervised, happy and relaxed environment, as well as a reliable service for parents and carers.

The club is open during term time only - Monday to Friday 15.15pm to 17.30pm.

The cost of each session is **£13** per child.

Places need to be booked and payments made in advance each half term. We cannot book or hold any places unless the payment has been made. Payments may be made by ParentMail, childcare voucher or via the HM Government tax-free voucher scheme.

There are no refunds or credits for absences (non-attendance) for any reason.

Children must be collected by the agreed time of 5.30pm. If you are unable to collect your child by this time you must make other arrangements for the collection of your child by 5.30pm. If any child is not collected by the close of the club at 5.30pm the parent/carer will be contacted. If unavailable, the emergency contact will be telephoned. Please ensure all contacts are local (10-15 minutes away) and are aware of their position and that they have the club number. If this is unsuccessful, Children's Services will be informed. The cost for any collection after the agreed time of 5.30pm will be as follows:

5.30 - 5.45pm +£20

5.46 - 6.00pm +£35

6.01pm onwards +£50

#### **Late Collection Monitoring**

- The school will record all instances of late collection.
- "Late collection" is defined as arrival after the agreed finishing time. CAP Club staff will record the time of collection before handing you the sign out sheet.

#### **Reminder Procedure**

- If a child is collected late on two occasions within a three-month period, parents/guardians will receive a formal written reminder.
- This reminder will outline the importance of punctual collection and the consequences of further lateness.

#### **Penalty Procedure**

- On the third occasion of late collection within the same three-month period, a penalty fine will be applied.
- The fine will be calculated based on the time of collection and a fine of £20, £35 or £50 will be charged as per the criteria identified above
- The fine must be paid within 14 days via Parentmail

#### **Ongoing Lateness**

- Any further late collections beyond the third occasion within a 3 month period will continue to incur fines in line with the above scale.
- Persistent lateness may result in withdrawal of the child's place at the After School Club.

#### **Exceptional Circumstances**

- If you anticipate being late due to an emergency, please contact the school office as soon as possible.
- The school reserves the right to use discretion in genuine exceptional circumstances.

On collection of your child you will need to ring the bell on the left-hand side of the inner door (inside the entrance lobby). A staff member from the Cap Club only, will let you in. This may result in a short wait. You will need to sign your name on the register against your child's name, indicate the time of collection and inform a member of staff that you are taking your child. It is important that the staff know which children are on site at any given time to ensure safety for all.

NB: For the purposes of these conditions 'site' means any area of the premises, both inside and outside.

The club supervisors must be informed of any changes to the person collecting your child. A letter should be sent in with your child stating the persons name and the relationship to the child or a message may be left on the club phone.

You may not use your mobile telephone whilst in the school or park in the staff car park.

The club adopts the school policies and procedures, as required by Ofsted.

We request all communication is via our mobile phone (07799 380157) during club opening times or by email: [bccap@stlawrence-junior.surrey.sch.uk](mailto:bccap@stlawrence-junior.surrey.sch.uk). You can ring our mobile phone and leave a message. We do not return any calls unless there is a query or problem with your booking request.

When you make payment, you are agreeing to the terms and conditions of the Breakfast and Come and Play (CAP) Clubs.