



Dear Parents and Carers,

We are excited to announce the start of RB Active Care provision from January 2023 at Maidensbridge Primary School. Online Booking and administration systems will be used from January 2023 onwards.

To help things run smoothly, you will need to add the details of the regular days and sessions that your children attend the club(s) by requesting a 'contract'. The process is quite straight forward, and the attached document walks you through it, step by step.

You will only need to add your details once and the system will retain the information for you. If any of the information changes, you can also update the details the system holds yourself.

We will be opening for 'contract bookings' to begin with from the 13<sup>th</sup> December 2022. 'Ad-hoc bookings' will be open from the 28<sup>th</sup> December 2022.

A contract booking is when you require the same days or sessions every week for the academic year. (This can be changed/cancelled as per our terms and conditions). A contract ensures you will always have that day available for your childcare provision.

For contract bookings, accounts must be paid in advance of the following month's provision. Invoices are raised on the 16<sup>th</sup> of the month with payments due by the 26<sup>th</sup> of each month.

Ad-hoc bookings allow more flexibility and can be booked up to half term in advance. Please note ad-hoc bookings are paid for at the time of booking and are not refundable.

Bookings can be completed on the same day but will close 30 minutes prior to the start of a session.

The link to create your account and to request a contract can be found here:

[www.rbactivecare.co.uk](http://www.rbactivecare.co.uk)

Please ensure you select the days/sessions that your child(ren) currently attend when you get to that stage in the process. We plan to have 30 spaces available for both breakfast and after school club.

Breakfast Club £5 per session including breakfast and activities.

Short After School Club £6 per session (until 4.30pm) including snack bar menu and organised activities.

Long After School Club £8 per session (until 6pm) including snack bar menu and organised activities.

T&C's are available when booking to read and confirm.

We have registered with all childcare voucher providers and the school office will advise you in due course how to proceed with this.

We are incredibly excited to meet you all and support you with your childcare needs moving forwards. We also plan on providing childcare during the school holidays starting from February 2023. Further information will be announced in the new year.

If you have any questions, please contact us via email [enquiry@rbactivecare.co.uk](mailto:enquiry@rbactivecare.co.uk)

Kind regards,

RB Active Care Ltd