

LEEDON OUT OF SCHOOL

AGREEMENT AND CLUB RULES

GENERAL INFORMATION

Leedon Out of School Club provides after school activities for children aged 4-9 years of age in a safe, happy environment, supervised by professional experienced staff. The varied programme includes arts, sports, recreational and educational activities. A quiet area is set aside where children can read or rest. Club staff will supervise children at all times during club hours, until they are collected by their parent/carer, or named substitute. Children will not be allowed to go home unaccompanied, or with older brothers/sisters unless we have prior written permission from the parent/carer to do so.

Each morning the club session will run from 7.30am to 8.30am, at which time the staff will take the children and hand them over to the teaching staff to begin the school day. The evening session will run from 3.30pm (when school ends) and will finish at 5.30pm. Unfortunately, we cannot take responsibility for children outside of these times as our staff will not have the necessary insurance cover.

FEES AND PAYMENT

With effect from 1st September 2016 the regular morning attendance fee will be £4.00 per child. The afternoon sessions will be charged at £4.00 per hour per child

- All sessions will be invoiced monthly by Finance via email; payment is required within 14 days of the invoice date. The school will chase up any outstanding payments after this time. Any further non-payment will result in no admission to the service until the balance is cleared.
- If you have any payment queries, please contact Miss Eldridge (Finance Administrator) or Mrs Harris (School Business Manager) in the main office to discuss.
- Occasional attendance will also be charged at the above rates but will be payable on collection of your child/ren at the end of the session.
- Penalty charge for persistent late collection at the end of club sessions will be £2.00 per 15mins.
- Preferred method of payment is to be via BACS, our bank details are as per your invoice. We also accept childcare vouchers for payment.

- Cancellation of bookings should be made before 12 noon on the day of cancellation. Places that are not taken up and not cancelled with the school office or with a member of the Out of School Club staff will be charged a non-cancellation fee of £4.00.

SICKNESS, ACCIDENTS, FIRST AID AND EMERGENCIES

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for by club staff until collected.

In the case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/carer to advise or discuss with them the course of action to be taken.

PLEASE NOTE

The registration form contains an authorisation giving the club organiser/play leader permission to act 'in loco parentis'. If the parent/carer cannot be contacted in time, the club organiser will invoke that authority to take action to gain appropriate medical treatment for the child.

If you do not wish to give such authorisation please indicate this on the registration form.

All accidents and emergencies are entered into an accident log.

Leedon Out of School Club is registered with Ofsted as part of Leedon Lower School, to offer childcare for children under 9yrs, for a period of 2 or more hours per day. School Ofsted Registration No. 109509

Please retain this information for your use

To contact the club organiser to advise any change in arrangements (eg, child's absence, collection delays etc) or for any other reason please ring the school on 01525 374713, leave a message. Staff will get back to you if necessary.

Any correspondence can be sent to the club via the school email address – leedon@leedonlowerschool.co.uk

LEEDON LOWER SCHOOL - OUT OF SCHOOL CLUB REGISTRATION FORM

All children who attend the Leedon Out of School Club must be registered. Attendance fees are as shown in the club rules

Childs Name in full	
Date of Birth	
Gender	
Ethnic Origin	
Home Language	
Religion	
Home Address, postcode and telephone	
Childs Class	
Parent/Carers Details Name Relationship Place of Work Tel No	
Parent/Carers Details Name Relationship Place of Work Tel No	
Parent/Carers email address required for invoicing	
Name and contact no. for person collecting child if different from above	
Name and contact no. of person able to collect in case of emergency. Please include a secret password known only to the contact, yourselves and the Out of School Club Staff	

Childs Doctor Name, Address and contact number Allergies	
Additional Information	

Does your child require any special access requirements or methods of communication, if so please list below.

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I consent/do not consent to my child receiving medical treatment in the event of an emergency.

I understand the club cannot accept responsibility for my child's possessions or valuables whilst they are attending the club.

I will notify the club immediately if any of our registered details change.

Signed..... Date.....

If any of the above details change (particularly telephone numbers), it is vitally important that you inform us so that we can contact you in an emergency.