



Welcome to the L'After Club

For pupils of
Lainesmead Primary School and Nursery

Monday to Friday

3.15pm to 6.00pm

Term time only

Introduction

The L' After club is open to all pupils who attend Lainesmead Primary School and Nursery. Before your child can come to the club you must complete the L'After Club registration form and Terms and Conditions, you will find both forms attached to this pack.

Session times

Monday to Thursday term time only:

Session 1 - 3.15pm to 4.30pm

Session 2 - 3.15pm to 5.30pm

Session 3 - 3.15pm to 6pm

Session fees

Session 1 - £5.00 per session

Session 2 - £8.00 per session

Session 3 - £10.00 per session

Fridays ONLY term time only:

Session 1 - 3.15pm to 4.30pm

Session 2 - 3.15pm to 5pm

Session fees

Session 1 - £5.00 per session

Session 2 - £7.00 per session

Bookings

Booking can be made either by using the booking form or by emailing

rbegum@lainesmeadprimary.co.uk

Bookings **MUST** be received no later than 9am on the Thursday prior to the week of your required sessions.

All bookings must be paid for via the ParentPay website at this time - bookings will not be accepted without payment. You may make a termly booking by filling in the form or emailing your request but be please aware your booking is not guaranteed until payment has been received and acknowledged. If there are places available we will same day bookings but payment must be made at the same time.

Booking cancellations

24 hours prior notice is required for cancellations if you wish money to be refunded.

Payments

The school does not take cash payments. Fees must be paid online or using Child Care Vouchers.

Please access www.parentpay.com (you will need an activation code to register - please see the school office if you need help doing this).

Child Care Vouchers

We currently accept vouchers from these suppliers:

Sodexo

Care4

Edenred

Fideliti

Busy Bees

Allsave

If you would like to use childcare vouchers please provide the name of your supplier to the school office and we will register an account with them on your behalf.

Late collection of children - fees

Persistent late collection of children after 4.30pm will result in a late collection fee of £5.00 per 15 minutes of lateness.

Club Environment

The club is held in the port-a-cabin located on the Key Stage 1 playground. Children are brought to the club by their class teachers at the end of the school day. The port-a-cabin is self-contained with its own toilet, kitchen and secure grounds.

Club Structure

The club time table is shown below:

3.15pm - 3.30pm	CHILL-AX - drink and fruit snack
3.30pm - 4.45pm	Free choice play including art & crafts, computer time, toys, board games, sport, playground games.
4.45pm - 5.15pm	Teatime
Monday, Tuesday, Wednesday and Thursday 5.15pm - 6pm	Free choice play including art & crafts, computer time, toys, board games, sport, playground games.
Friday only 3.15pm to 5pm	Tea is not provided

In the summer, weather permitting, children have supervised access to the school grounds and take part in team games on the playground or school field.

Staff

Lainesmead staff look after the children in the club; they fully meet the criteria required to look after and care for children.

Collection

Children must be collected from the port-a-cabin which should be accessed via the Key Stage 1 playground gate. Access is not permitted via other gates which will be locked.

PLEASE NOTE: For safety and security reasons parents or carers are not permitted access to the club for any reason.

If you are going to be late collecting your child you **MUST** contact the club on 07590 838580 to let staff know and to give an estimated time for your arrival.

If someone other than the person who usually collects you child comes to pick them up you must make the school office aware that this is happening. If staff are in any way unsure of the person collecting your child they will ring you to obtain your consent before they release your child.

Children are not permitted under any circumstances to walk home alone after their session has finished.

Club rules

Children attending the club are a mixed range of ages and abilities. To make things easy for the children the club follows the same rules that are followed in school.

Club sanctions

If a child displays repeated poor behaviour or disruption in the club they will be given a time out of 5 - 10 minutes to reflect on their mistakes and what they need to do to put things right. The child will then be given an opportunity to make things right. For example this could be saying sorry to a club mate they have upset.

Persistent unacceptable behaviour and/or disruption at the club will result in a child forfeiting a favoured activity.

The school reserves the right to withdraw the offer of a club place if a pupil's behaviour gives cause for concern and affects their ability to participate in a responsible and acceptable manner in line with the school behaviour policy.

If you are unhappy with the club

We are confident we offer you and your child the best after school care available at the best price possible. However should you have any concerns please speak to a member of the club staff who will

try to resolve your issue. If the matter is not resolved please refer to Schools Complaint Policy which is available to view on our website.

Child Protection and Safeguarding Children

We are required by the Children's Act (1989) Regulations to keep and maintain information about your child. The information given is CONFIDENTIAL and used on a need to know basis only. All carers of children have responsibility to promote the welfare of the children in their care in line with Department for Education guidelines. The school's Child Protection Policy ensures this duty is fulfilled and staff are fully aware they have a safeguarding duty to report any concerns to the Assistant Head Teacher who is the school's Child Protection Officer.

Club closures

The club WILL NOT be available on partial school closure days (end of term when school closes at 2pm), whole school closure days ,holidays, emergency closures or if any industrial action is being undertaken by staff.

Lainesmead Primary School and Nursery reserves the right to withdraw the L'After Club service at any time.

Attached to this documents are the:

Pupil Registration Form

Club Terms and Conditions

Club Booking Form

If you require a place for your child, please complete and return these forms to the school office.

L'After Club - Pupil Registration Form

To be completed and returned to the school office

	Child's name	DOB	Age	Class
1 st child				
2 nd child				
3 rd child				

Please give names and contact numbers of carers who have your permission to collect your child		
Name of 1 st contact	Relationship to child	Contact number:
Name of 2 nd contact	Relationship to child	Contact number:
Name of 2 nd contact	Relationship to child	Contact number:

Your child's address:

Please state any special health requirements or food allergies that effect your child

Signed by parents:	Date:
Print name:	

L'After Club - Terms and Conditions

To be signed by parent/carer and returned to the school office.

I have read the contents of the welcome pack and agree to:

- provide up-to-date information about my child including any change of contact details.
- pay for bookings by 9am on the Thursday prior to the week of the booking.
- pay fees for booked dates - I accept fees are still payable if my child is absent for any reason and I have not cancelled my booking with 24 hours notice.
- ensure my child is collected on time at the end of their booked session.
- pay late collection fees as outlined in the welcome pack.
- ensure my child abides by the rules of the club and behaves accordingly.

Signed by parents:

Date:

Print name:

Booking Form 2018/2019 - *To be completed and returned to the school office*

Children attending the club - name/s	Class

Session times - Monday to Friday term time only:

Session 1 - 3.15pm to 4.30pm (£5.00)

Session 2 - 3.15pm to 5.30pm (£8.00)

Session 3 - 3.15pm to 6.00pm (£10.00)

Please insert 1, 2 or 3 (in the yellow boxes) to book your required sessions:

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Please enter total fees
						£
						£
						£
						£

Online payment £	Date made:
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Bookings will not be accepted without payment - please make sure you have paid your fees.

- The booking form must be returned to the school office no later than 9am on the Thursday prior to your requested booking.
- Places are limited and not guaranteed until a confirmation email or text has been sent to you.

School use only	Payment checked:	Confirmation sent:	Register:
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