

## After School Club

Welcome to the Lakeside After School Club offering quality childcare for Lakeside School pupils (Reception – Year 6). We offer the option of 3 bands of childcare:

<u>Band</u>	<u>From</u>	<u>To</u>	<u>Price</u>
A	End of the school day	4.30pm	£6.35
B	4.30pm	6pm	£12.70 with a light tea
<i>Note:- Option B is used when the extra curriculum clubs are running</i>			
C	End of the school day	6pm	£17.80 with a light tea

Please call **07729 598574** when you have arrived at the main entrance and a member of staff will bring your child to the gate. Please also call the above number if you are running late to pick up your child.

The club does not have facilities to look after children who are unwell and therefore we ask you to fill in a contact/medical sheet for each child giving us information of any medical/dietary issues, together with contact numbers of at least two people who would be able to collect your child in the event of an emergency. These could be different contacts or phone numbers from the ones held in the School Office which are used during school hours. If your child is going to be collected by anyone not on our records, please inform the school office as soon as possible.

Children must be collected before the club closes at 6pm. Ongoing lateness will result in your child losing their place. Please contact the above mobile telephone number if you are running late for collection.

## **After School Club - Terms and Conditions**

### **General**

- The club is open to all Lakeside Primary School pupils from Reception to Year 6.
- The opening times are from the end of the school day until 6pm, Monday to Friday.
- There are 3 band options available:
  - **Band A** (From the end of the school day until 4.30pm) £6.35
  - **Band B** (From 4.30pm until 6pm)  
This option is used when extra curriculum clubs are running £12.70 (including a light tea)
  - **Band C** (From the end of the school day until 6pm) £17.80 (including a light tea)
- The club does not run during school holidays or on INSET Days.
- The club is situated in the nursery where the children are looked after by qualified members of staff and can participate in any of the activities on offer daily.
- KS1 children are collected from their classrooms at the end of the school day and brought to the club.
- KS2 children make their own way to the club at the end of the school day.
- Please call 07729 598574 when you arrive at the main entrance door. Your child will be brought down to you. Please also call the above number if you are running late to pick up your child.

### **Food**

- A light tea is provided for children who book Band B or C which consists of a sandwich with a choice of filling, fruit and squash / water.

### **Fees**

- Sessions can be booked up to 24 hours in advance.
- Payment must be made on the Arbor app when booking sessions.
- Should you wish to pay using Childcare Vouchers, please advise the school office.
- The office must be informed of any problems with payments.

### **Illness/Absences**

- If your child is unwell while attending the club, members of staff will be in contact to ensure the child can be collected as soon as possible.
- If the school is closed at short notice, i.e. snow days, a refund will be issued.

### **Parking**

- Parking in the staff car park is NOT allowed unless you have been given permission to do so.

### **Emergency Contacts**

- We will need names and telephone numbers of people who would be able to pick up your child from the After School Club in the event of an emergency/illness.
- Please inform the club of changes to contact phone numbers etc.

### **Medical/Dietary**

- Medical Information / Dietary Requirements forms must be completed for ALL children.
- The club will have access to class medical boxes so there is no need to provide additional Inhalers/Epipens.

### **Behaviour**

- All children are expected to behave in an acceptable manner following the school's values, and respect the clubs games/toys and other equipment used by the club.
- Parents will be informed of any unacceptable behaviour and attendance in the club will be monitored.
- Please inform the club of any problems/concerns that may affect your child's behaviour.
- Children are to observe the club rules.

### **Cancellations/Amendments**

- Cancellations/Amendments can be made on the Arbor app 24 hours before.

## After School Club

### Contact Information

Child's Name: .....

Date of Birth: ..... Age: ..... Class: .....

Home Address: .....

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Home Telephone Number: .....

**Please provide name and telephone numbers of emergency contacts who would be able to pick up your child in the event of an emergency / illness.**

#### Contact 1

Name: .....

Relationship to child: .....

Address: .....

Telephone Numbers: .....

#### Contact 2

Name: .....

Relationship to child: .....

Address: .....

Telephone Numbers: .....

Signed: ..... Date: .....

## **After School Club**

### **Medical Information / Dietary Requirements**

Please provide below any medical condition or dietary requirements we should know about your child. We will have access to class medical boxes during the After School Club session so there is no need to provide additional Inhalers/Epipens.

Child's Name: .....

Date of Birth: ..... Age: ..... Class: .....

#### **MEDICAL CONDITIONS**

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#### **DIETARY REQUIREMENTS**

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.....  
.....

Signed: ..... Date: .....