

Lakeside Early Bird Club

Welcome to the Lakeside Early Bird Breakfast Club offering quality childcare for Lakeside pupils (Reception – Year 6). We offer the following bands of childcare:

<u>Band</u>	<u>From</u>	<u>Price</u>
A	7.40 – 8.45am	£4.25
F*	8.15 – 8.45am	Free

*Band F is booked a week in advance via the office. A link is sent on a Friday from the school office that opens at 9am and closes on the Wednesday at 6pm.

Please call 07729 598574 when you arrive at the main entrance door and a member of staff will collect your child. If your child is booked in band F you will be greeted by a member of the office team and then taken to the STEM room at 8.15am for a choice of breakfast cereals.

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 between 7.40am - 8.45am. These can be different contacts or phone numbers from the ones held in the School Office which are used during school hours.

Please note that parking in the staff car park is NOT allowed as teachers are arriving at this time.

Terms and Conditions

General

- The club is open to all Lakeside Primary School pupils from Reception to Year 6.
- The opening times are from 7.40am until 8.45am, Monday to Friday.
- The club does not run during school holidays or on INSET Days.
- The club is situated in the STEM room where children are looked after by qualified members of staff and can participate in any of the activities on offer before being taken to their classrooms by 8:45am.
- Please call 07729 598574 when you arrive at the main entrance door and a member of staff will collect your child.

Food

- Breakfast is included in the £4.05 daily charge and consists of toast, spreads, cereals and fruit.

Fees

- Sessions must be booked at least 24 hours in advance for session A, one week in advance for session F.
- Payment must be made via 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 has been unwell during the night or is not feeling well in the morning, please do NOT bring them to school as the Club does not have the facilities to look after unwell children.
- 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 as teachers are arriving at this time.

Emergency Contacts

- We will need names and telephone numbers of people who would be able to pick up your child from the Early Bird Club in the event of an emergency/illness between the hours of 7.40am and 8.45am.
- 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.
- Any morning medicines should still be given at home.

Behaviour

- All children are expected to behave in an acceptable manner following the school's values, and respect the club's 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 via the Arbor app up to 48 hours in advance.

Lakeside Early Bird 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 from the Early Bird Club in the event of an emergency/illness between the hours of 7.40am and 8.45am.

The Club does not have the facilities to look after sick children, so if your child has been unwell during the night or is not feeling well in the morning, please **do NOT** bring them to school.

Contact 1

Name:

Relationship to child:

Address:

Telephone Numbers:

Contact 2

Name:

Relationship to child:

Address:

Telephone Numbers:

Signed: Date:



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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 Early Bird session so there is no need to provide additional Inhalers/Epipens.

Any morning medicines should still be given at home.

Child's Name:

Date of Birth: Age: Class:

MEDICAL CONDITIONS

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DIETARY REQUIREMENTS

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Signed: Date: