

Overdale Pre-School

Eastcourt Road, Knighton, Leicester, LE2 3YA

Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Before School Club:

INFORMATION, TERMS AND CONDITIONS 2019

The Before School Club runs between the hours of 7.45 am to 9 am every weekday morning. The cost per session is: **£5.00**

You will be required to fill in the attached forms and book in your child on a **permanent** basis due to the high numbers now attending the club. You will be billed for the month ahead regardless of whether your child is ill or on holiday and will be expected to pay by the last day shown on the bill. We require 4 weeks written notice if you wish to cancel or amend your sessions.

We accept BACs payments and childcare vouchers, belonging to schemes such as Computershare, Care-4, Edenred and Kiddivouchers.

Bank Details: Lloyds Bank, sort code **30-94-97** Account number **69993460**

As we operate from the academy site (Overdale Infant and Overdale Junior school), if in the event of bad weather or other such occurrences and the sites decide to close then we will in turn have to close as well. In this situation we will be unable to refund any invoiced monies for lost sessions.

At ten minutes before 9 am, Junior school children will be allowed to walk straight to their classrooms ready for registration; along the pathway, over the crossing and into the playground. Thereafter, at 9 am, Infant school children will be escorted to their relevant classrooms via a walking line; children will be escorted by a member of staff to their individual classrooms.

Children will be able to take part in fairly quiet activities such as games, reading books/comics, jigsaws, computer games and miniature play.

Children will have access to supervised play in the settings grounds. Various breakfast cereals, toast and milk will be available to all children. Toilet facilities are available within the preschool building.

Children will not be allowed to run around inside the building and any consistently unacceptable behaviour will not be tolerated possibly resulting in the child's place being withdrawn.

It is important to note that this is not an educationally directed session, children are able to choose their activities and will only be under the supervisory care of staff

Oak Multi Academy Trust



(Trading as Overdale Junior School)

Registered Office: Copse Close, Oadby, Leicestershire, LE2 4FU

Company number: 07695364 (Registered in England and Wales)

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URN/OFSTED num:145617

Before School Care Registration form

| | | |
|--|---|-------------|
| Name Child 1: | Preferred name: | Male/Female |
| Name Child 2: | Preferred name: | Male/Female |
| Address: | Telephone numbers: Home Mobile Work Email address | |
| Emergency contact details: Address: | Doctors details: Address: | |
| Telephone number: Telephone number: | Telephone number: | |

| | |
|-------------------------|--|
| Allergies/Intolerances: | Auto injector device prescribed Y/N (If prescribed we will need two devices in setting with your child) |
| Dietary requirements: | Medical history/Medications prescribed: |

I/We have read and agree to the Before School Club terms and conditions

| | | |
|------------------------|------------|-------|
| Parent/ guardian name: | Signature: | Date: |
| Parent/guardian name: | Signature: | Date: |

Please highlight the sessions you would like:

- | | | |
|-----------|------------------------------|--------------------------|
| Monday | From 7.45 am onwards (£5.00) | <input type="checkbox"/> |
| Tuesday | From 7.45 am onwards (£5.00) | <input type="checkbox"/> |
| Wednesday | From 7.45 am onwards (£5.00) | <input type="checkbox"/> |
| Thursday | From 7.45 am onwards (£5.00) | <input type="checkbox"/> |
| Friday | From 7.45 am onwards (£5.00) | <input type="checkbox"/> |

Office use only:

Date received Staff signature added to waitlist

Date allocated Spaces allocated

Notes:

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