



Before School Club

INFORMATION, TERMS AND CONDITIONS 2024

The Before School Club is open from 7.45 am every day during school term time.

The cost per session is: **£5.50 per child per session**

Please fill in the attached forms and return to the pre-school office. Once a place has been booked for your child/children this will be allocated for the whole academic year. We require 4 weeks written notice if you wish to cancel or amend your sessions.

You will be billed for the month in advance. We accept BACs payments and workplace childcare vouchers such as Computershare, Care-4, Edenred and Kiddivouchers as well as Tax Free Childcare vouchers.

**Bank Details: Lloyds Bank, Overdale Infant School, sort code 30-94-97
Account number 69996860**

please note we are not able to reimburse missed sessions due to child illness or absence from school.

In the event of bad weather or other unforeseen circumstances which result in emergency site closure, we will not be able to refund any invoiced sessions. *You will not be invoiced for bank holidays, school holidays, inset days or polling day closures.*

The before school club opens at 7.45am and you are welcome to drop your child off at or after this time.

We offer wholemeal toast and a choice of breakfast cereals (multigrain hoops, rice cereal, corn flakes, malted wheat, Weetabix and shredded wheat) Fruit and milk will be available to the children. Toilet facilities are available within the pre-school building.

Children will be able to take part in activities such as board games, reading books, jigsaws, craft activities and outdoor play.

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and any consistently unacceptable behaviour will not be tolerated possibly resulting in the child's place being withdrawn.

At 8.45am, 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.

The Junior school pupils are released to walk straight to their classrooms ready for registration; along the pathway, over the crossing and into the playground.

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

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Before School Care Registration form

Name Child 1: Date of Birth: Class/year group:	Preferred name:	Male/Female
Name Child 2: Date of Birth: Class/year group:	Preferred name:	Male/Female
Parent/Carer Name(s): Address: Email address:	Telephone numbers Home: Mobile (1) Mobile (2) Work:	
Emergency contact details (other than parents/carers): Address: Telephone number: Telephone number:	Doctors details: Address: 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 (£5.50)
- Tuesday From 7.45 am onwards (£5.50)
- Wednesday From 7.45 am onwards (£5.50)
- Thursday From 7.45 am onwards (£5.50)
- Friday From 7.45 am onwards (£5.50)

Office use only:

Date received Staff signature added to waitlist
 Date allocated Spaces allocated

Notes:

