

# Overdale Pre-School



Eastcourt Road, Knighton, Leicester, LE2 3YA Telephone: 0116 288 7663  
preschool@overdale-inf.leicester.sch.uk

## After school care for Overdale Infant School and Junior School Children Terms and Conditions and registration form

The After School Club runs between the hours of 3.20 pm to 6 pm every weekday afternoon.

The costs and collection slots are as follows;

- 4pm collection time £5.50
- 5pm collection time £9.50
- 6pm collection time £13.00

Please note that there will be no refund of the charge rate if you collect your child earlier than the time booked. You will still be charged if your child is absent due to illness or personal holiday.

If you are unavoidably delayed, please telephone immediately so that we can comfort and reassure your child.

If you are going to pick your child up from the school yourself or if your child is absent from school on a day when they are booked to use the after school service, it is really important that you let us know as soon as possible via email or telephone.

If you collect your child/children after your booked time slot, the following charges will be applied to your next invoice:

- Booked to 4pm, collected between 4pm and 5pm £4.00
- Booked to 5pm, collected between 5pm to 6pm £4.00
- Booked to 4pm, collected between 5pm and 6pm £8.00
- Late collection after 6pm £5.00 per every 5 minutes

We accept BACS payments and are registered for a number of workplace childcare voucher schemes such as Edenred, Computershare, Kiddivouchers as well as Tax Free childcare vouchers.

Please note that cheque or cash cannot be accepted due to our bank terms.



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Any lapse in payment of over a month may result in your child losing their place; you will receive a letter giving you a week to pay outstanding monies. A £10.00 late payment fee will be charged if we receive your payment after the payment date as stated on the monthly invoice.

If you need to amend or cancel your allotted sessions, you will need to provide a month's notice, in writing, this will give us time to offer this session to the next family on the waiting list.

At 3.20 pm, Junior school pupils will be collected from the school hall; they will be collected by staff and walk straight to the pre-school, via the dining hall to pick up their lunch bags. Infant school pupils will be collected from their classrooms and will be escorted to the Pre-school where all pupils will have their attendance registered.

Healthy vegetarian snacks will be provided after initial registration at approximately 4.15 pm and again at 5.15pm \*Fruit and water are always available. If you child has an allergy or intolerance, please share this information with the After school team or pre-school office at registration.

Children who attend the after school club will be able to take part in activities such as board games, reading books, jigsaws and various other activities. Children may also be involved in painting, cooking and dance sessions if they are interested in taking part.

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. We provide your children with a 'home from home' environment where children are free to relax and choose their favourite activities.

When picking up your child in the evening, please come to the must come to the right-hand door of the pre-school building and press the bell. A member of staff will attend to you and release your child into your care. If someone other than yourself is to collect your child, please inform us beforehand and we will ask this individual for your pre-set password.

Behaviour: unreasonable behaviour in any form which is persistent may result in a loss of place, at the discretion of the manager. We are consistent with both infant and junior school behaviour policies and children will be supported with their behaviour according to age and stage of development. There may be a possible consequence of losing their place at the after school club.

Health, medical and dietary information: It is important we have up to date medical and dietary information for your child. If your child has a prescribed medication, the after-school club will require a supply of this to be kept at the pre-school for the academic year or until expiry. In case of Autoinjector devices, we will require 2 devices to be kept on the premises.



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Sickness: children who are sick during the session will be sent home; we will contact you and you must make immediate arrangements to pick up your child. Please remember not to send your child back to school/after school club until 48 hours after the last bout of sickness or diarrhoea.

School activity clubs: If your child is to attend a school activity on the day of a booked after school session, unfortunately we will not be able to collect or drop your child to the activity. The activity organisers/or school team may be able to collect and drop children to us, however this will need to be pre organised with them directly.

Property: Any named property left at the end of the evening session will be kept until the next time the child is with us: anything un-named will be sent over to the appropriate school where it will be put into the lost property area.

Closure of after school club: In the event of unavoidable circumstances, there may be the need to close the session (full staff sickness, no supply staff, emergencies with the building or water supply). We reserve the right to cancel the session as the need arises. We will of course, let you know as soon as we can so that you can make alternative arrangements for your child.

Snow closure: As we operate from an 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.

Emergency contacts: Please make sure you provide details of at least one contactable emergency contact on your forms. This should be someone other than yourself.



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## After School Care Registration form

Name (child 1): Date of birth:	Preferred name:	Male/Female
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Parent/carer name(s): Address: Email address:	Telephone numbers: Home: Mobile (1): Mobile (2): Work:	
Emergency contact details (other than parents/carers) Name: Address: Telephone Numbers: Telephone numbers:	Doctors details: Address: Telephone number:	
Allergies:	Auto injector device prescribed Y/N (If prescribed we will need two devices in setting with your child)	
Intolerances:	Medical history/Medications prescribed:	

Dietary requirements: (i.e. no egg)	Any other information:
Persons authorised to collect my child:	Persons authorised to collect my child:
Password to be used:	

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

Parent/ guardian name:	Signature:	Date:
Parent/guardian name:	Signature:	Date:

To be signed by the ***legally responsible parent/s***. Parental Responsibility means; that the child's biological mother and father, if married, if unmarried, the father will have registered the birth with the mother, an agreement is made with the mother or he applies to the court for a Parental Responsibility Order. Parental responsibility also includes parents/carers of an adopted child, same sex parents (both) if civil partners at the outset of antenatal treatment and guardians (through a signed will) has responsibility where the child has no-one else with parental responsibility or a residency order (see [childlawadvice.org](http://childlawadvice.org)).

## PRIVACY NOTICE

The lawful basis for processing your data is covered by Ofsted and the Early Years Foundation Stage. Some elements of data we process actually override GDPR as we have a legal obligation to hold data to enable us to safeguard children in our care (i.e. emergency contact information).

We will only use your personal information to manage your invoices/childcare vouchers/funded information and provide tailored care to your child. Personal data will not be shared with any third parties without your consent. As an individual, you have the right to complain to the ICO (Information Commissioner's Office) if you think there is a problem with the way we are handling your data. If you require further information about how we process and store your data, you can contact us for our GDPR compliance policy.



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Please indicate which sessions you would like:

Monday      up to 4pm (£5.50)       up to 5pm (£9.50)       up to 6pm (£13.00)   
Tuesday      up to 4pm (£5.50)       up to 5pm (£9.50)       up to 6pm (£13.00)   
Wednesday      up to 4pm (£5.50)       up to 5pm (£9.50)       up to 6pm (£13.00)   
Thursday      up to 4pm (£5.50)       up to 5pm (£9.50)       up to 6pm (£13.00)   
Friday      up to 4pm (£5.50)       up to 5pm (£9.50)       up to 6pm (£13.00)

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Office use only:

Date received ..... Staff signature ..... added to waitlist

Notes:




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