

# 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 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 ill or on holiday to keep his/her place open; staff are already employed and paid, for all the children's sessions. If you are unavoidably delayed, please telephone immediately so that we can comfort and reassure your child.

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 we also are part of some childcare voucher systems such as Edenred, Computershare, Care-4, Kiddivouchers, for any other voucher systems please ask so we can register for that scheme. Please note that cheques cannot be accepted due to our bank terms.

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 do not require the after school club place after your child has attended, you will need to give a month's paid notice.

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.

Your child must be registered with us to use the after school club, please fill in the forms and return them to us as soon as possible, thank you.

At 3.20 pm, Junior school children (years 3 to 6) will meet in the school hall; they will be collected by staff and walk straight to the preschool, via the dining hall to pick up their lunch bags, where they will be placed on the register. Years 1 and 2 children will be collected from their classrooms, along with children from Rainbows 1, 2, 3 and 4 and will be escorted to the Pre-school where they will be placed on the register of attendance.

If you are going to pick your child up from the school yourself, it is really important that you let us know as soon as possible during that day, via email or telephone.

Children who attend the after school club will be able to take part in activities such as games, reading books/comics, jigsaws, television dvds, and various other activities which they will be allowed to choose.

Healthy snacks and drinks will be provided after initial registration at approximately 4.15 pm and again at 5.15pm, therefore there is no need to supply your child with snacks. Water is always available.

Toilets are situated within the building and children will be able to use these as required. Outside play is allowed during the session; this will be supervised at all times.

Children may also be involved in painting, cooking and dance sessions if they are interested in taking part.

Children will not be allowed to run around inside and any unacceptable behaviour will not be tolerated. Staff are trained in behaviour management and any adverse or consistently unacceptable behaviour parents will be contacted or informed when the child is collected.

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, you must come to the right hand door of the preschool 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.

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.

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.

Emergency contacts: Please make sure you write down at least one emergency contact on your forms, who is someone other than yourself.

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.

## After School Care Registration form

Name (child 1): Date of birth:	Preferred name:	Male/Female
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Parent/carer name(s):  Address:	Telephone numbers: Home:  Mobile (1):  Mobile (2):  Work: Email address:	
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.

Please indicate which sessions you would like:

- |           |  |  |   |
|-----------|--|--|---|
| Monday    | up to 4pm (£5.50) <input type="checkbox"/> | up to 5pm (£9.50) <input type="checkbox"/> | up to 6pm (£13.00) <input type="checkbox"/> |
| Tuesday   | up to 4pm (£5.50) <input type="checkbox"/> | up to 5pm (£9.50) <input type="checkbox"/> | up to 6pm (£13.00) <input type="checkbox"/> |
| Wednesday | up to 4pm (£5.50) <input type="checkbox"/> | up to 5pm (£9.50) <input type="checkbox"/> | up to 6pm (£13.00) <input type="checkbox"/> |
| Thursday  | up to 4pm (£5.50) <input type="checkbox"/> | up to 5pm (£9.50) <input type="checkbox"/> | up to 6pm (£13.00) <input type="checkbox"/> |
| Friday    | up to 4pm (£5.50) <input type="checkbox"/> | up to 5pm (£9.50) <input type="checkbox"/> | up to 6pm (£13.00) <input type="checkbox"/> |

Office use only:

Date received ..... Staff signature .....

added to waitlist

Notes:




**OAK Multi Academy Trust**

Registered Office: Copse Close, Oadby, Leicestershire LE2 4FU  
 Company number: 07695364 (Registered in England and Wales)