Overdale Pre-School 

Eastcourt Road, Knighton, Leicester, LE2 3YA Telephone: 0116 288 2724

preschool@overdale-inf.leicester.sch.uk

Before and After school care provision

Terms and Conditions and registration form

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

The cost per session is: £6.00 per child per session

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and any consistently unacceptable behaviour will not be tolerated possibly resulting in the child’s place being withdrawn.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 and Junior school pupils are taken to the playground.

**The After School Club runs between the hours of 3.20 pm to 6 pm every day during school term time.**

The costs and collection slots are as follows;

* 4pm collection time £6.00
* 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)

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 £3.50
* Booked to 5pm, collected between 5pm to 6pm £3.50
* Booked to 4pm, collected between 5pm and 6pm £7.00
* Late collection after 6pm £5.00 per every 5 minutes

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, 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.

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.

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.

**IMPORTANT INFORMATION**

Invoicing: You will be billed for the month in advance, an invoicing issue and payment schedule will be sent to you at the beginning of term/start of your sessions.

We accept BACs payments and workplace childcare vouchers such as Computershare, Care-4, Edenred and Kiddivouchers as well as Tax Free Childcare vouchers. (we are registered as OVERDALE INFANT SCHOOL).

Bank Details: Lloyds Bank, Overdale Infant School S/C 30-94-97 A/C number 69996860

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

Closure of service: In the event of unforeseen circumstances which result in emergency site closure (for example: full staff sickness, adverse weather conditions, emergencies with the building or water supply) we will let you know as soon as we can so that you can make alternative arrangements for your child. We will not be able to refund any invoiced sessions for these circumstances.

**You will not be invoiced for bank holidays, school holidays, inset days or polling day closures.**

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 and follow 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 provision.

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 pre-school will require a supply of this to be kept at the pre-school for the academic year or until expiry.

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 until 48 hours after the last bout of sickness or diarrhoea.

If your child is sent home from school due to illness, please note that they cannot be brought in for before or after care services during this period of absence from school.

Infant /Junior 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 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.

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.

Before/After school contact info:

Any administrative, session allocation and invoicing queries are to be directed to preschool@overdale-inf.leicester.sch.uk or by calling 0116 2882724

Miss Shilton is the manager and lead for both provisions and can be contacted on MShilton@overdale-inf.leicester.sch.uk

Please fill in the attached form 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.

We take this opportunity for choosing the Overdale Pre-school Wrap around care services for your child.

Overdale Pre-School URN/OFSTED num:145617

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**Before/After School Care Registration form**

|  |  |  |
| --- | --- | --- |
| Name (child 1):Date of birth: | Preferred name: | Male/Female |
| Name (child 1):Date of birth: | 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)Name:Address:Telephone Numbers:Telephone numbers: | Doctors details:Address:Telephone number: |
| Allergies: | Auto injector device prescribed Y/N(If prescribed we will need a device 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 (After school club): | Persons authorised to collect my child (After school club): |
| Password to be used for collection by someone other than yourselves (After school club): |

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

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

**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 | Tuesday | Wednesday | Thursday | Friday |
| Before school |  |  |  |  |  |
| After school 4pm |  |  |  |  |  |
| After school 5pm |  |  |  |  |  |
| After school 6pm |  |  |  |  |  |

Office use only:

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