

Langley Park Primary Academy After School Care



Dear Parent/Carer

Please find enclosed your After School Care information and booking pack.

Please fill out the contact information sheet, sign the terms and conditions and return it with your booking form and payment to the school office on the Friday prior to your child starting.

If you have any questions about Langley Park Primary Academy After School Care, please feel free to contact us.

Langley Park Primary Academy After School Care
contactus@langleyparkprimaryacademy.org.uk

Langley Park Primary Academy

After School Care



The aim of Langley Park Primary Academy After School Care is to provide high quality care for children after the end of their school day.

Benefits for Parents:

- Reassurance that their children are safe and in school
- Meets the needs of the family by enabling them to return to full /part or shift work or training

Langley Park Primary Academy

After School Care



Terms and Conditions

Picking up

Children must be picked up at the School hall by an appropriate adult. This is to ensure the safe collection of all of the children. Once booked in, you will be able to leave your child/ren at the After School Care until 6.00pm (term time only).

Late Collection

Please notify the After School Care if you are unable to pick up your child on time. We appreciate that there will be the occasional unavoidable emergency however should this begin to happen more frequently you will be charged. Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that.

Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.45 and 3pm. We will not allow any child to depart from the club unless we have a form of identification or a password has been agreed with a member of staff. Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure. Anyone collecting children must be over the age of 16 years.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out. An accident form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are trained in First Aid and a First Aid kit is kept on the premises.

Snack

Children will be given a snack and a choice of drinks.

There will be a range of activities available for the children each afternoon including; construction, art and craft, board games, small world activities, homework table and a reading area. There are also a range of physical activities available in the hall.

Booking and Payment

The cost will be £8.00 per session. The Langley Park Primary Academy is a non-profit making, all money generated in fees will go towards staff and running costs. Therefore once you have booked and paid for your child/rens place it will be **non-refundable**.

Each term you will need to complete a booking form stating the days that you would like your child/ren to attend for the term. You will need to enclose the booking form along with the payment in a sealed envelope, clearly labelled with your child's name and class. You will be need to forward your booking/payment to the school office. Places will need to be booked and paid for a term in advance on the first day of term. A place is not confirmed until payment has been made.

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If you would like to use the After School Care on irregular occasions, you will need to contact Langley Park Primary Academy to check for availability.

Late Payment

If payment is not made within 24 hours of a session used, parents/carers will incur a £5 administration fee which will increase by £5 on a weekly basis. If your account is still in arrears after four weeks your child will no longer be accepted at After School Care.

If you are experiencing difficulty with payment please contact the school.

School Closure

If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Child Illness

If your child is unable to attend a session due to illness, please inform the school office as soon as possible.

Contact Information

Please make sure that the After School Care staff have your most recent contact details and that you have completed the child information sheet and returned it to school prior to your child starting the session.

(Please tick)

I agree to the terms and conditions of Langley Park Primary Academy

Signed.....

Date.....

Print name.....

Langley Park Primary Academy After School Care



Booking Form

Child's Name:..... Class:.....

Child's Name:..... Class:.....

Week Beginning:

	Monday	Tuesday	Wednesday	Thursday	Friday
Please Tick					

Please find enclosed £..... (£8.00 per day) cash/cheque

Signed:..... Date:.....

Booking Form

Child's Name:..... Class:.....

Child's Name:..... Class:.....

Week Beginning:

	Monday	Tuesday	Wednesday	Thursday	Friday
Please Tick					

Please find enclosed £..... (£8.00 per day) cash/cheque

Signed:..... Date:.....

**Langley Park Primary Academy
After School Care**



Additional Security Password

As a parent/carer we ask you to provide us with a password to be used should anyone else (regardless of whether they are on the contact list) come to collect your child, other than yourself, they will be asked for the password.

If the person collecting your children does not have the password we will **not** allow your children to leave the premises until such time as we are able to contact you.

Please complete and sign below to confirm you understand the above and provide us below with the password.

Thank you.

PASSWORD:.....

I/we understand the above information regarding the password. I/We will keep the password secure and will only give it to those people who will pick up my/our children.

I/We and the person picking our children up understand that verbal abuse towards staff will not be tolerated.

Signed:..... Date:.....

Child's Name:.....

Langley Park Primary Academy After School Care



EMERGENCY CONTACT INFORMATION

Child's Details:

Full Name:..... Date of Birth:.....

Address:.....

..... Post Code:

Contact 1:

Name:..... Relationship to Child:.....

Address:.....

.....

Telephone Number:..... Work Number:.....

Mobile Number:.....

Contact 2:

Name:..... Relationship to Child:.....

Address:.....

.....

Telephone Number:..... Work Number:.....

Mobile Number:.....

Contact 3:

Name:..... Relationship to Child:.....

Address:.....

.....

Telephone Number:..... Work Number:.....

Mobile Number:.....

Langley Park Primary Academy After School Care



Medical Information:

Name of Doctor:..... Telephone Number:.....

Surgery Address:.....
.....

Allergies:.....
.....
.....

Do you consider your child to have a disability? If yes, please provide details below:
.....
.....
.....

Please use the space below to record any information that you feel is important with regard to your child attending After School Care:
.....
.....
.....

Thank you for taking the time to complete this form. Please let us know as soon as possible if your contact details change.