



Langdale School Care Club

Information Pack

Care Club telephone: 01782 973723



Langdale School Care Club

Langdale Care Club recognises the importance of having a quality childcare facility so here is some information to explain a little about what we offer.

- All of staff are qualified and are first aid trained.
- Staff regularly attend courses to update their knowledge.
- The facility is open to Langdale pupils only during term time.
- Ages range from 3 to 11 1/2. Transition from each stage is easier as children are with pupils they are familiar with.

Parents can go to work knowing that their child is in a safe, caring, warm and welcoming environment and pupils can come to Care Club with their friends, knowing that they will have an enjoyable time as it offers a wide range of activities such as arts & crafts, a wide variety of games, role play, outdoor play and much more.

Breakfast is available from 7.30 am to 8.20 am and is included in the price. Afternoon snack is provided consisting of fruit, drink and crackers. You are welcome to send in a snack of your own if you think that your child needs more. This can be brought in in the morning and kept in our fridge.

Prices

Session costs term time

<i>7:30-9:00</i>	<i>£ 4.95</i>
<i>8:00-9:00</i>	<i>£ 3.75</i>
<i>3:00-4:00</i>	<i>£ 3.75</i>
<i>4:00-5:00</i>	<i>£ 7.50</i>
<i>5:00-6:00</i>	<i>£11.25</i>

A booking form is enclosed to specify the hours needed. The booking form is used to ensure the correct staff/child ratios.

Please note: There is a cancellation period of two weeks, for which you will continue to be charged. The two week period will begin from the first day of written notification of your wish to cancel. Cancellation forms are available from Care Club, or can be sent via email upon request.

Langdale School Care Club

Child's name: _____

Could you please complete the table below detailing the days you wish your child to attend Care Club and return it as soon as possible along with the enclosed registration form. We do ask for parents to ensure the sessions ticked are definitely those required. Please also indicate your payment preference.

I wish my child to attend Care Club for the following sessions:

(Please tick each session required)

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-9.00am					
8.00-9.00am					
3.00-4.00pm					
3.00-5.00pm					
3.00-6.00pm					
Signed:		Print Name:		Date:	
I will be paying my child's fees by: <i>[please tick]</i>					
Arbor:			Childcare Vouchers		
Government Tax Free					

A new booking form MUST be completed should you wish to change any hours of attendance.

Langdale School Care Club Registration Form



Childs full name:		
Name to be used at Care Club:		Date of Birth:
Gender:	Ethnicity:	Religion:
First Language:	Other languages spoken:	
Names of people with legal responsibility:		
Names of people with legal contact:		
PARENTS/CARERS INFORMATION		
Name:		Name:
Home Address:		Home Address:
Postcode:		Postcode:
Tel:		Tel:
Mobile:		Mobile:
Email:		Email:
Work Address:		Work Address:
Tel:		Tel:
Email:		Email:
Personal password for the collection of my child:		
Under NORMAL circumstances the person collecting my child will be:		
Name:	Relationship to child:	Specimen Signature:
Name:	Relationship to child:	Specimen Signature:
Name:	Relationship to child:	Specimen Signature:
Emergency Contacts		
Name:	Relationship to child:	Tel:
Name:	Relationship to child:	Tel:
G.P Information		
Child's GP:	Tel:	Address:

Please provide details of any significant dietary requirements, allergies and significant food and drink preferences.

Please provide details of any significant health issues including special educational needs and or physical difficulties.

Do you give permission for your child to: *[delete as appropriate]*

Receive treatment at hospital	Y/N	Receive first aid by staff	Y/N	Wear face paints	Y/N
Be included on our website	Y/N	Be included on photographs	Y/N	Receive appropriate intimate care support (changing soiled clothing/pull-ups, washing and toileting)	Y/N
Be included on our social media (Facebook)	Y/N	Receive help in applying sun cream	Y/N		

Some of care Club Activities may include visiting parks or going on organised trips. For your child to be involved in these activities we need your consent: ***[please delete as appropriate]***

I agree/disagree for my child to take part in visiting parks or going on organised trips.

I agree/disagree to information about my child being shared with Langdale Primary School and other agencies where appropriate.

Any other relevant information:

Langdale School Care Club



Payment Policy. (Date policy agreed: September 2024)

1. This payment policy takes effect from 1st September 2024.
2. The attached booking form should be completed stating your requirements and returned as soon as possible.
3. Payment must be made via Arbor.
4. Session costs term time are as follows:

7:30-9:00 £ 4:95

8:00-9:00 £ 3:30

3:00-4:00 £ 3:75

3:00-5:00 £ 7.50

3:00-6:00 £ 11:25

5. Any pre-booked hours which are not taken up will not be refunded.
6. If places are oversubscribed, and a place is not available you will be advised as soon as possible.
7. Any additional hours which have not been pre-booked will be invoiced in the following month.
8. Late collection of children from pre-booked sessions up until 6:00pm will be charged as an extra session.
9. Late collection after 6:00pm will be charged at a rate of £5:00 per 15 minutes. Repeat offenders will have their place reviewed.
10. A 10% reduction will apply for a second child during term time. This will apply to the eldest child.
11. Care club invoices will be put onto Arbor, this is usually done every Monday in term time. School holiday charges will be put onto Arbor in advance for the sessions booked.

I hereby accept a place at Langdale School Care Club for my child in accordance with the terms and conditions set out in their policies and procedures. I understand the expectations and obligations relating to both the Care Club and myself and agree to abide by them. I understand that persistent late or non- payments of fees will jeopardise my child's continued attendance at the Care Club.

Signature of Parent/Guardian: _____ Date: _____

