



Before and After School Provision  
St. Leonard's Primary School  
St. Leonard's Avenue  
STAFFORD  
ST17 4LT

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Tel: 01785 334960 during School Hours  
Tel: 07981855843 during Club Hours



# LEO'S DEN BEFORE AND AFTER SCHOOL PROVISION BOOKING FORM



Name of Child..... Class/Nursery.....

	Before School 7.50am - 8.50am	After School 3.15pm- 5.30pm	After School 5.30pm-6.00pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Please tick your requirements in the box above.

Start date: .....

Please circle how you wish to make payment.

Cash                  Cheque                  Voucher                  BACS

If paying by Childcare Voucher, please provide the name of your issuer: .....

Contact telephone number .....

Signed ..... Person with Parental Responsibility

# Leo's Den

## Before and After School Provision

*"The Before and After School Club gives pupils a positive start and end to their school day." OFSTED November 2011.*

Our care club is Governor-run and staffed by qualified practitioners in a dedicated room. A mixture of adult led and child initiated activities are always on offer within a topic themed approach.

Younger children are escorted to/from Nursery or their Classrooms at the start/end of the day.

### Session Times

7.50am - 9.00am [including breakfast: *please arrive before 8.30am if you require breakfast*]

3.15pm - 6.00pm [includes a healthy snack]

### Fees

#### **Before School**

7.50am - 9.00am: £5.00

#### **After School**

3:15pm - 5:30pm: £7.50 and 5:30pm - 6:00pm: £4.50

Payments must be made monthly in advance.  
We accept all childcare vouchers, cash, cheques [made payable to Staffordshire County Council] and BACS payments.



# LEO'S DEN

## BEFORE AND AFTER SCHOOL PROVISION

### TERMS AND CONDITIONS



#### **Application for a place at Leo's Den**

Booking forms must be completed and returned prior to your child starting, we must be immediately informed of any subsequent changes. Alteration or cancellation of booked sessions requires 4 weeks notice in writing. If insufficient notice is given then full fees will apply. If additional sessions are required, please book these through the school office, these will be arranged subject to availability and require payment at the time of booking. Leo's Den is open term time only - 4 weeks notice is required if your child will be taking holiday during term time.

#### **Fees for Leo's Den**

Fees are required monthly, in advance. Invoices will be issued at least 1 week prior to the billing period. Fees are to be paid by the 1<sup>st</sup> day of every month, unless this date is during school holidays, when payment will be due on the first day school re-opens. We accept cash, childcare vouchers, BACS or cheques made payable to Staffordshire County Council. If fees are not paid within 14 days of request a late payment charge of £25 will be payable. If you have not paid by the required date, your child will not be able to attend their sessions as from the following Monday and until payment is made in full together with the late payment charge.

#### **Collection of Children**

Children may only be collected by those persons you have given authorisation to and have your chosen password. If your child is not collected within their booked session time, then an additional charge will be made. If parents are consistently late, we may terminate your place. If a child is not collected at the end of the session we will contact parent/carers at work or home. If no-one collects the child and there is no-one who can be contacted to collect the child, we inform the Headteacher who has responsibility for child protection. The Headteacher will contact First Response for advice for non collection of a child.

#### **Behaviour**

Verbal or physical abuse from children or adults, aimed at Staff Members or other children will not be tolerated. St. Leonard's Primary School's Behaviour Policy will be followed in the first instance. Parents will be spoken to if there were to be a behavioural issue, however, as Leo's Den is an optional provision and if there was consistently poor behaviour from a child we would reserve the right to inform parents that their child could no longer attend.

#### **Medicine**

Staff will administer medicines, providing parents have completed a medication form. Parents are requested to inform staff of any known allergies.