



LEO'S DEN - Updated September 2020 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 to be noted on your monthly booking form. If insufficient notice is given then full fees will apply. If emergency sessions are required that have not been booked on your monthly booking form, please email or ring the school office. **Extra sessions will be arranged subject to availability and will require payment at the time of booking plus the additional session charge of £2 per child.** Leo's Den is open term time only - 4 weeks notice is required if your child will be taking holiday during term time. Please advise the school office if your child will not be attending a booked session asap.

Fees for Leo's Den

Fees are required monthly in advance. Booking forms will be issued at least 2 weeks prior to the billing period. Fees are to be paid by the 1st 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 payments by ParentPay, childcare vouchers, BACS or tax free childcare accounts.

Charges

If fees are not received by the 1st day of the month a reminder will be sent. **If payment is not received within 24 hours of a reminder being sent a late payment charge of £5 per day will be payable and your child will not be able to attend the provision until payment is received in full.** No bookings will be accepted after the 1st of the month for the current period. There will not be an option to swap bookings, once a booking is made this will have to be paid for. If there is an emergency situation and you need to book an urgent place or book after the 1st of the month there will be an additional charge of £2 per session applied. Should you experience difficulties in making payment, please contact the school office to discuss this as soon as possible.

Collection of Children

Children may only be collected by those persons you have given authorisation to and have your chosen password. Please notify the school office before 3.30pm if someone else will be collecting your child. If your child is not collected within their booked session time, then an additional charge per child will be made, **£5 if after 5.30pm and £20 if after 6pm.** 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 on 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.