



Launde Care Information

Our school provision for before and after school care



'Every child's academic, artistic, physical and social potential to the full within the Launde family.'

Introduction

Launde Care is run by Launde Primary School. The aim of which is to provide high quality out of school hours for children aged between four and eleven who attend the school. Launde Care is OFSTED registered.

The core aims for the provision are:

- To provide a range of stimulating and creative activities for the pupils before and after school
- To provide a safe environment for the children
- To provide age appropriate activities for the children
- To ensure the children have activities suitable for the time of day
- To provide a safe and organised hand over from and to parents



Opening Timings

The club operates at the following times:

Before school: 8am - 8.45am

After school: 3.15pm – 5.45pm



Costs of the Provision

There is a cost for the provision. This is because this is a self-resourced provision and is not part of the main school budget. Current costs are:

Morning sessions are charged at a flat rate of £4.00.

Afternoon sessions are charged as follows:

PM Sessions	Cost
3.15-4.15	£4.80
3.15-5.15	£6.80
3.15-5.45	£7.80

They can also be found with the registration forms and are subject to change following governing body annual reviews. Parents are invoiced monthly. Sessions can be arranged to suit your requirements but we do require four weeks' notice if we are to alter the times and/or days and only if a place is available.

Admissions

- Only children attending Launde Primary School are eligible to attend Launde Care.
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the provision
- All staff members will be aware of the details of a new child.



- Children's attendance/leaving times will be recorded on a register.
- Attendance needs to be booked prior to the session and be on a weekly basis due to the limited spaces available.
- The provision is only open during term times

All Parent/Carers must complete the registration forms for their children who they would like to attend the club. These can be found at the school office. We require at least two emergency contact numbers in case of accidents or emergencies.

Any medical concerns, special needs or allergies must also be provided in writing on the booking form.

Data Protection

The information will be stored according to our privacy notice. Please refer to attached policy. Launde Care keeps a placement file containing all the children's names and details for the time that they are using the provision on a regular basis during their time at Launde Primary School.

When the child, leaves the school, the information held on them will be removed as per the school's data protection policy which can be found on the school website.



Breakfast Club Provision 8am - 8.45am



Before school club – Arrival

- Parent/Carers are required to bring their child/ren directly to Launde Care and hand them over to a member of staff at the door, in the canteen.
- All children will be escorted by a member of staff to their designated classes ready for 8.45 registration.
- Breakfast is not provided at morning care so the children need to have eaten before they arrive.
- After the morning session each member of staff assigned to that year group will escort all children to their designated drop off point and sanitise the areas and equipment the children have used.

After School Club Provision

After School Club - Collection

- All children will be collected from their classroom by a member of Launde Care staff. Each member of staff will collect their designated children from the classrooms/pick up areas and bring them to the school canteen where their



sessions for Launde Care are situated.

- All children will be booked in on the register by their time of arrival and booked out by their time of departure.
- The staff will liaise with the teacher/school office or ring parents, to determine any reason why a child is not accounted for.
- We provide biscuits on arrival and a healthy snack at 5 o'clock.
- Parents are welcome to send extra snacks for the evening, and are required to follow the school policy for packed lunch i.e. no nuts, no fizzy drinks, no sweets or chocolate.



After School Club – Departure

- Children must be collected by a parent/carer or nominated person.
- Children must be collected at the arranged time and any lateness will be chargeable as per the terms and conditions.
- Parent/carers must ensure that staff are informed if the child is going to be picked up by someone who is not a nominated person.
- Parents/Carers must inform a member of staff or the office if their child is going to be absent from the club.

Staff/Children Ratios

Staff/child ratios are within the Government guidelines.

Child Protection

Child Protection training is provided by Launde Primary School every two years and an updated policy for staff is provided every year. Staff receive termly briefings to keep them up to date of current regulations. All staff are DBS checked.

The Manager of Launde Care is a Designated Safeguarding Lead.

Health and Safety

We follow the school's health and safety requirements and policy to ensure that correct protocols are adhered to.

There are always several adults at the provision who are first aid trained. The manager has undertaken the paediatric first aid course.

Fire drills and evacuation procedures are practiced on a regular basis and mirror the school's procedures.



Hygiene procedures

Good hygiene procedures have been set up to ensure minimal risk of the spread of contagious diseases.

These include:

- Regular hand washing/sanitising on arrival, departure and before eating.
- Furniture and equipment are cleaned after each session.
- Toilets and sinks are regularly cleaned during and after each session.



This information booklet will be reviewed every year by the Launde Care Manager and updated according.