

LAUNDECARE PRE AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

- For children to be able to attend Laundecare, they must also attend Launde Primary School.
- We have a limited number of places and therefore a waiting list is in operation.
- Siblings of children who already have a place will always be placed at the front of the waiting list.
- Staff on duty at Laundecare supervise all children during their activities, unfortunately there is **no** provision for one to one care and should a child require that then this will be at an additional cost to the parent i.e. the cost to cover the employment of a person for the 1:1 cover. Please note this is in addition to the regular fees.
- Laundecare follows the schools behaviour policy therefore reserves the right to exclude any child/ren from the club whose behaviour is disruptive/dangerous preventing the club from providing a safe, stimulating and happy environment for all children.
- A wide variety of activities will always be on offer, including the opportunity for the children to do their homework, it is the child's choice of what they participate in. Our emphasis is on choice and enjoyment.
- Please do not bring your child they are unwell. If a child becomes unwell during Laundecare hours parents will be contacted and required to collect their child as soon as possible.
- A completed registration form must be submitted before a child can be admitted to Laundecare. Parent/carers must ensure that Laundecare coordinators are notified of any changes to the registration form as soon as they occur, in particular any health issues, contact numbers or person who collects your child/ren. Two emergency telephone number must be provided as well as the parent/carers own telephone number on the registration form.
- Invoices will be issued monthly starting from the 1st of every month to the last working day of that month. Invoices will be emailed on the 24th or the next working day and must be paid by the first working day of the next month. All fees must be paid at www.schoolgateway.com or by an agreed childcare voucher system. Failure to pay by the specified date could result in immediate loss of place and/or a fine of £15 for each week of late payment.
- Laundecare's service operates on a permanent booking system with the agreed named days and times recorded on the booking form and signed by the parent. We do not offer childcare on an ad hoc basis. Four weeks' notice must be given in writing to change your child's booking, a place will be given if there is availability. If your child is absent you will still be charged.
- All children **must** be collected from Laundecare by 5.45 pm at the latest. Failure to do so will incur a penalty charge of a £1 per minute payable by the end of the week in which the lateness occurs. Persistent or extreme lateness after 5.45pm will result in permanent loss of your child/ren's place.
- If a child is not collected on time and no emergency telephone numbers can be reached we will telephone Social Services and/or the Police.
- Persistent lateness of parent/carers chosen time slot will result in the later time being charged permanently.
- Laundecare's Ofsted Registration numbers:- 120082 /139751