

## **Terms and Conditions**

### **General**

- The club is open to all Lakeside Primary School pupils from Reception to Year 6.
- The opening times are from 7.40am until 8.40am, Monday to Friday.
- The club does not run during school holidays or on INSET Days.
- The club is situated in the STEM room where children are looked after by qualified members of staff and can participate in any of the activities on offer.
- Please call 07729 598574 when you arrive at the main entrance door and a member of staff will collect your child.

### **Food**

- Breakfast is included in the £5.50 daily charge and consists of toast, spreads, cereals and fruit.

### **Fees**

- Sessions must be booked at least 48 hours in advance.
- Payment must be made online via Scopay when booking sessions.
- Should you wish to pay using Childcare Vouchers, please advise the school office.
- The office must be informed of any problems with payments.

### **Illness/Absences**

- If your child has been unwell during the night or is not feeling well in the morning, please do NOT bring them to school as the Club does not have the facilities to look after unwell children.
- If the school is closed at short notice, i.e. snow days, a refund will be issued.

### **Parking**

- Parking in the staff car park is NOT allowed as teachers are arriving at this time.

### **Emergency Contacts**

- We will need names and telephone numbers of people who would be able to pick up your child from the Early Bird Club in the event of an emergency/illness between the hours of 7.40 am and 8.40 am.
- Please inform the club of changes to contact phone numbers etc.

### **Medical/Dietary**

- Medical Information/Dietary Requirements forms must be completed for ALL children.
- The club will have access to class medical boxes so there is no need to provide additional Inhalers/Epipens.
- Any morning medicines should still be given at home.

### **Behaviour**

- All children are expected to behave in an acceptable manner following the school's values, and respect the club's games/toys and other equipment used by the club.
- Parents will be informed of any unacceptable behaviour and attendance in the club will be monitored.
- Please inform the club of any problems/concerns that may affect your child's behaviour.
- Children are to observe the club rules.

### **Cancellations/Amendments**

- Cancellations/Amendments can be made online on the Scopay system up to 48 hours in advance.