



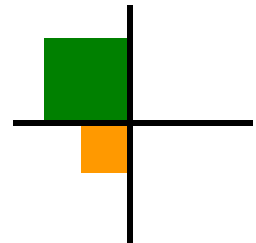
Loanhead After School Project

Parents Information Handbook

Loanhead After School Project encompasses Loanhead Breakfast and After School Clubs, Roslin Breakfast and After School Clubs and the Holiday Club. All five Clubs will be referred to as “The Project”. All policies and procedures apply to all Clubs.

LASC
Loanhead Community Learning Centre
5 Mayburn Walk
Loanhead
EH20 9HG
Tel; 0131 448 0103
E-mail; irene@lasc.org.uk

LASC
Roslin Satellite Club
Roslin Pavilion
Pentland View Place
Roslin
Tel; 0131 448 2988



Updated January 2010

Outlined in the following document is information regarding the care of children whilst attending the Project. Parents and carers are asked to read this document and sign the agreement at the end .

Project Information

Loanhead After School Project offers high quality, affordable child care for primary school children attending Bilston, Loanhead, Paradykes, Roslin and St. Margaret's Primary Schools.

Loanhead Breakfast, After School Club and Holiday Club.

Based at Loanhead Community Learning Centre, 5 Mayburn Walk, Loanhead, EH20 9HG.

The After School Club operates:

Mon- Thurs 2.45pm – 6pm

Friday 12.30pm – 6pm

Saturday Service on Request

Breakfast Club Mon – Fri - 7am until school bell

Holiday Club operates Mon – Fri 8am – 6pm

Breakfast club on request

The After School Club at the above sites operate;

Roslin Satellite Breakfast and After School Club

Roslin Pavilion,
Pentland View Place,
Roslin,
EH25 9ND

Loanhead After School Club (Ramsay Campus)

Ramsay Campus,
34 Edgefield Road,
Loanhead,
EH20 9DY

Mon- Thurs 2.45pm – 6pm

Friday 12 noon – 6pm

Breakfast Club Mon – Fri 7am until school bell

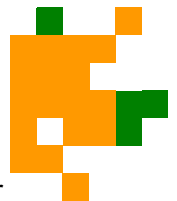
During the holidays we operate as one club based at Loanhead Community Learning Centre.

Staff

The Projects are run by an enthusiastic team of qualified and/or experienced play workers (see appendix) They are supervised by the Project Manager and Play Leaders who are the first point of contact for parents and carers. They are responsible to the management committee for the day to day organization of the Project.

Management Committee

The project is run by a volunteer management committee. This committee is elected at the Annual General Meeting. It is made up of parents whose children attend the Project. They make the decisions about the direction and work of the Project. Parents are encouraged to become involved by attending the Annual General Meeting and joining the committee. The committee meets six times a year. If you would like to become a member of the management committee please contact the office.



Providing Play for your child.

At Loanhead After School Club we believe that play should be challenging, stimulating and provide opportunities for personal and social development. With this in mind we plan to provide a variety of activities which your child can choose to take part in. These will include physical, creative, cultural, imaginative and environmental activities. There will be a variety of structured and unstructured play opportunities and varied use of both indoor and outdoor play. We will provide play opportunities which will reflect different cultures and values.

Children need, and want, to take risks during play. Our task at LASC is to assess the potential risks children may be exposed to, and to make a judgement about the acceptability of the risk. Staff will constantly balance the need for the child to be exposed to risk to enhance their development against the likelihood of harm being done and the likely severity of that harm.

In order to maintain challenging play for children and maintain their safety, staff continuously undertake risk assessments. For example before any trip is organised a formal risk assessment will be made. This will help to inform staff of the appropriate level of supervision required. During play, staff will observe the activity and alter their supervision according to the level of risk. We aim to have the majority of our staff trained in first aid.

Children will be actively encouraged to take part in play opportunities, but will not be forced to. For those choosing not to take part there will be opportunities for free play. We aim to provide a balance between activities and a time to relax. We can achieve this by making the best possible use of the space we have and by providing appropriate supervision by staff.

We take the children out and about as much as possible to local parks, swimming, or further afield to the Jelly Club or adventure playgrounds. There may be an additional charge for some of these trips, but you will have notice of this. We ask, when you register, that you fill in a consent form for all our outings and trips, and an additional one for swimming. We use our minibus for these trips, all drivers have passed their minibus drivers test and are always accompanied by an escorting member of staff.

Dropping off and Collection.

For breakfast or holiday club parents must come into the building with their child. This gives staff an opportunity to find out how the child has been, if there are any messages from the parent etc. Parents and carers must sign the daily register. Children attending Bilston Primary School are taken to school by minibus/car. Children attending Paradykes, St Margaret's, Loanhead and Roslin are escorted to school on foot by staff.

Children arrive straight from school. Our procedures are;

Paradykes P1's and 2's are escorted across from school by staff. P3's and above make their own way over to the Community Learning Centre.

St Margaret's and Loanhead All children are escorted from school by staff.

Roslin children are all escorted over from school. Those attending **Bilston** are collected, by minibus or car.



LASC staff check the daily register and the pick up sheets before leaving the building. It is parents/ carers responsibility to inform LASC and the school about changes to bookings.

If a child is not on the pick up sheets after all the checks staff have done, but says they should be coming to the After School Club. LASC staff will inform the school of their intentions, and phone the ASC immediately to sort out the problem, check the bookings and, if necessary, take the child back to the club. **At no time will the child be left unattended.** This will only apply to children who are registered with LASC. Immediately on arrival the child's name will be added to the daily register and a senior worker will phone the parents/carers.

If a child is on our list and is not at the school. Staff will check at the school if the child has been in that day. If they have been in, they will ask the school where they have gone, or who they have gone with and immediately phone LASC and inform them what has happened, the senior worker will phone the parents/carers. If the child has not been in school that day, staff will make a note and inform the senior worker as soon as they get back to the club

Parents or carers must collect children before 6pm. Staff must be informed if someone other than the parent or carer is picking up your child(ren). This is to maintain their safety. In case of concern, staff will not allow the child to leave without contacting the parent or carer. The person collecting your child must be a responsible person over the age of 16. You should sign the register before you leave. There is a charge of £5.00 per 15 minutes (or part thereof) for every child collected after 6pm.

Emergency Contact

At the point of registering you will be asked to supply an emergency contact number for yourself, the child's other parent, if appropriate, and an additional contact number. This should be someone who is able to pick up your child in an emergency situation should the parents be uncontactable.

Sickness/ill health

In the case of ill health every attempt will be made to contact the parents/carers, if this is not possible the emergency contact named on the registration form will be contacted. The child will be expected to be removed from the play setting as soon as is possible. If your child vomits or has diarrhoea whilst at After School Club or Breakfast Club staff will isolate the child from others to prevent cross infection. You, or the emergency contact, will be asked to pick up your child. The child must then be free of sickness or diarrhoea for 24 hours before returning to the setting. Similarly your child should not attend After School Club or Breakfast Club if they have any infectious illness. This is in place to prevent cross/ further infection. Head lice are a common occurrence with children and are easily spread. If staff at the After School Club or Breakfast Club notice head lice on your child, or persistent scratching, you will be informed as you pick up your child and asked to treat them.

If children are off school sick they should not attend the Project. Staff do not normally administer medication. Any exception to this must be decided by the Project Manager in advance of the child attending the project and written consent will be expected

Fee payment

The fee structure is enclosed at the end of this document. **Payment of fees is due one week in advance of the required booking dates and are non refundable.** This policy is in place in order for us to maintain the correct staff;children ratio set out by the Care Commission. You can choose to pay weekly, monthly or termly, which ever is most appropriate. You can pay by cash, cheque Childcare Vouchers or through the bank. In the case of monthly or termly payment, credit will be given for cancellations made more than 7 days in advance. An additional charge per child per session will be made for late payments. Please see attached sheet at back of hand book for details.

Emergency Procedures

In the extreme case of an emergency situation arising at the Project, every effort will be made to contact the parent/carer. Staff trained to do so may administer First Aid, if appropriate and further medical assistance may be sought.

Fire alarm practises will be administered regularly, for the benefit of children and staff. In the case of fire, the alarm will be raised and all children, staff and visitors will be evacuated. It is essential that children wear appropriate footwear whilst at the after school club. The daily register will be checked and the building will only be re-entered once the all clear has been given by the senior member of staff (or Fire Brigade)

School Exclusion

If a child is suspended or excluded from school he/she will be unable to attend the project.

Public Holidays

We aim to open on most public holidays from 8am—6pm. This is dependant upon the number of bookings we receive. If there are insufficient numbers of children attending we reserve the right to cancel this provision. We close between Christmas and New Year, usually in line with the school holidays.

The following pages outline our policies and procedures. You are asked to make yourself familiar with them before registering your child as they are a guide to the level of care you can expect at the Project. As well as constantly monitoring and evaluating our work internally, we are inspected by the Scottish Commission for the Regulation of Care annually. We are also working towards a Quality Standard Scheme set out by the Scottish Out of School Network.

Aims and Objectives

We aim to provide a high quality, affordable out of school and holiday child care service for working parents and those in further education or training.

Our aim for children

To provide a high quality service in which children are welcomed, valued and respected, in which they feel happy and secure and in which they feel involved.

Our aim for parents

To provide a high quality service which meets the needs of working parents and those in education or training. We aim to make the service affordable without losing the high quality of care the children receive. We aim to keep parents informed of activities within the club and provide opportunities for parents to become involved.

Our aim for staff and volunteers

To provide a warm, welcoming work environment where staff are valued and respected as individuals. We aim to provide relevant training and support to staff and to encourage a team approach to work.

Meeting these aims will be the responsibility of all staff, under the supervision of senior staff members.

Admissions

Parents/Carers wishing to use The Project must be in full or part time employment, further education or training. The Project is able to offer respite care in exceptional circumstances.

The Project offers childcare for children of Primary School age, attending Loanhead, St. Margaret's, Roslin, Bilston and Paradykes Primary Schools. We also have provision for children attending Roslin Nursery at our Roslin Satellite Breakfast Club. S1 pupils are also welcome at our Projects (transport is not available to and from the Secondary Schools). We also have a community nursery facility serving the Paradykes and Loanhead Nursery Schools, see "Community Nursery Handbook"

All forms must be satisfactorily completed and annual registration fee paid before bookings can be made. It is the parent's responsibility to ensure that forms are updated should information change.

Priority for places will be given to brothers/sisters of children already registered with the project. Other admissions will be dealt with on a first come first serve basis and will be allocated with regard for equality and fairness. A waiting list will come into operation should all places be taken. Names will move up the waiting list as places become available.

The Project will reserve up to 5 spaces for children with special needs at each club. The Project will require prior notice for children with special needs.

All information received will be treated confidentially. Please refer to our Record Keeping and Confidentiality Policies.

Accidents and Incidents

Loanhead After School Project is committed to providing a safe and healthy environment for staff, volunteers, children, parents and visitors. The management will operate with due regard to the health and safety of any person using or visiting the project.

- The Project has a Health and Safety Policy which is adhered to
- The Project Manager retains overall responsibility for establishing and monitoring Health and Safety arrangements.
- There is a named staff member who is responsible for monitoring health and safety within the play setting on a day to day basis.
- We aim to have the majority of our staff trained and holding current first aid certificates
- All accidents/incidents involving staff, volunteers, children, parents and visitors are recorded
- An accident and an incident book is available at all times the project is open
- All accident/incidents which are required to be reported to authorities such as the Health and Safety Executive are reported.
- All accidents /incidents involving the clubs premises will be reported to the senior play leader who will inform the office at Loanhead Community Learning Centre or the Caretaker at Roslin Pavilion.
- Regular risk assessments are carried out with regard to visits and activities.

Behaviour

Loanhead After School Club aims to promote positive behaviour amongst its staff and children. We will achieve this by ensuring that staff, children, parents and visitors are treated fairly and equally. We aim to provide an environment free from bullying, harassment and discrimination, exploitation and abuse.

We will achieve this by

- Valuing each child, member of staff, volunteers, parents and visitors as individuals, and valuing and respecting the differences between us.
- Promoting and rewarding positive behaviour and dealing promptly, consistently and fairly with unacceptable behaviour.
- Ensuring staff interaction with children is positive and encouraging
- Ensuring staff are trained in recognising harm, neglect, abuse, bullying and discrimination and are able to actively challenge or respond appropriately to such behaviour.
- Encouraging staff and children to take responsibility for their own behaviour
- Having a child protection policy which all staff and parents are aware of

Child Protection Policy

It is the policy of the Project to safeguard the welfare of all children by protecting them from physical, sexual or emotional harm. Staff should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the Aims and Objectives of the Project.

In order to protect our children from abuse and in order to protect our staff from false allegations all staff will at all times adhere to the following procedures.

Staff must never

- Engage in rough physical games, including inappropriate picking up of children
- Allow, or engage in, inappropriate touching of any form
- Engage in sexually provocative games
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do for themselves.

And always monitor the children's use of the internet

In the case of a disclosure to a member of staff the staff member will

- Listen Carefully
- Reassure the child
- Take the allegation seriously
- Not guarantee confidentiality regarding the disclosure
- Make an informed judgement whether to refer to child protection officer (the project manager) within club.
- Record incident

All staff are required to undertake regular child protection training. They are trained to recognise signs and indicators of abuse and what to do in the case of suspicion of possible abuse. Staff will follow the guidelines set out by Midlothian Council and have a duty to report any concerns to the project manager. The project manager will then make the decision to contact appropriate authorities. This information will be recorded and kept confidential.

(updated Sept 07)

Children's Participation Policy

The Project supports the view that children should be treated with dignity and respect at all times. The Project also believes that quality provision for children is based upon the needs and desires of children themselves.

We will achieve this by;

- regularly consulting with children with regard to planning the programme of activities
- regularly consulting with children with regard to their views about the quality of service we provide
- providing a broad choice of physical, arts and crafts and free play activities which the children can choose to participate in
- allowing children space for themselves
- providing a range of structured and unstructured activities



Confidentiality Policy

In order to respect the dignity and privacy of all users, The Project will actively promote confidentiality in the following ways

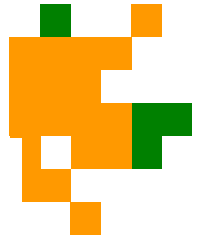
- ensure staff are aware of the Record Keeping Policy
- ensure information is kept in locked filing cabinets and in a locked office, to which only senior staff members will have access
- Adhering to relevant legislation
- Providing access to records by parents/carers
- not disclosing confidential information, unless in the case of child protection or in an extreme emergency

Complaints Policy

Users of the service can be confident that they are able to complain effectively and without fear of victimisation. Parents and Carers who feel they have a complaint or concern should speak to the Project Manager, or a Play Leader in the first instance. The complaint will be investigated and the complainant will be informed of the outcome. In the event of an unsatisfactory outcome the parent/ carer retains the right to write to the committee regarding the complaint. If the parent or carer is still not satisfied they can contact the Care Commission (see below)

The Project will;

- Promote an environment of mutual respect, trust and open communication
- Treat every one fairly and equally



In the first instance;	Or to the management committee	Or to the Care Commission
Irene Hogg Project Manager Loanhead Community Learning Centre 5 Mayburn Walk Loanhead, EH20 9HG Tel; 0131 448 0103	Chairperson LASC Management Committee 5 Mayburn Walk Loanhead, EH20 9HG	South East Region Stuart House Eskmills Musselburgh EH21 7PB Tel; 0131 653 4100



Equal Opportunities Policy

The Project believes in the dignity, privacy, choice, safety, potential, equality and diversity of its users. We will actively promote these principles by;

- Treat everyone with dignity and respect
- Valuing different ethnic backgrounds, language, culture and faiths
- Providing, when appropriate, and if possible materials and information in different formats and languages
- establishing an environment free from bullying, harassment and discrimination
- Regular consultation with users
- Train staff in recognising harm, abuse, neglect, bullying and discrimination and challenging such behaviour
- Programming activities and events around different cultures, faiths and languages
- Promoting anti-discriminatory practise amongst staff and users

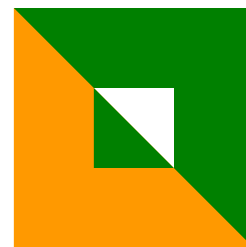
Health and Safety Policy

The Project views the health and safety of its staff, children, parents, volunteers and visitors as of paramount importance.

The Project aims to;

- provide a safe environment in line with all relevant legislation
- provide premises which are smoke free. Smoking is not permitted throughout the building or the surrounding area. Staff and volunteers are not permitted to smoke at any time whilst in contact with the children.
- staff; children ratios are as follows, Age 2 and under 3 years, 1:5 Age 3 and over 1-8, If all children are 8 or over 1-10. Two adults will be in attendance at any one time.
- provide equipment and toys which are clean and well maintained
- undertake risk assessments of clubs premises, equipment and activities.
- nominate one senior staff member to have responsibility for undertaking regular health and safety checks. Contingency plans will be made if (s)he is absent
- ensure the Project management are aware of their responsibilities under relevant Health and Safety legislation.
- ensure the Child Protection and Accidents and Incidents Policies are adhered to
- ensure all food (including baking activities) is prepared within basic food hygiene guidelines
- Ensure safe operation of setting up and clearing away of bouncy castle (see guidance notes form Health and Safety Executive and LASC procedure for more information)
- encourage children to learn about healthy lifestyles through play activities
- ensure children are appropriately supervised, but not over protected
- provide regular access to fresh air and energetic physical play
- Ensure at least 75% of staff hold a current First aid certificate

Updated September 2008



Partnership with Parents Policy

The Project believes it is vital to maintain the involvement of parents and carers.

We will promote this partnership by

- Providing all parents and carers with Parents/Carers handbooks
- Offering and encouraging pre-admission visits free of charge
- Ensuring staff are well trained and aware of their role and responsibilities in terms of child protection
- Ensuring staff pass on information regarding their child's day to parent/carer as they pick up their child
- Provide a parents information notice board which will contain relevant information regarding activities and future events
- Creating an environment where mutual respect, trust and open communication are promoted
- Working with parents to promote positive behaviour and reporting disruptive behaviour as soon as possible.
- The staff team aim to value and respect the views of parents, and will promote anti-discriminatory behaviour throughout the club
- Provide a private area to discuss matters in confidence
- Provide a clear complaints procedure
- Encouraging parents to become members of the management committee, and to have a say in decision making within the clubs
- Undertake regular evaluation of parents comments and concerns

Record Keeping Policy

The Project will maintain records that are required for the efficient and safe management of the club and to promote the welfare, care and learning of the children.

- Children's records will be kept in a locked office. Only senior staff will have access to this information
- Information may be passed on to other staff members in order to maintain the child's health and welfare, this information will not be passed out with the club without parents/ carers consent
- Parents/carers reserve the right to access all information held about their child(ren)
- The Care Commission may require access to children's information during inspection visits

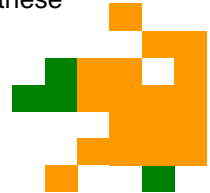
Reporting of Misconduct Policy

LASC aims to provide a transparent child care provision. Any allegation of misconduct by staff will be dealt with quickly and efficiently and will take into account the concerns and views of all those concerned.

Misconduct may be reported by staff, visitors, volunteers, parents, carers or children. It should be referred to the Project Manager or the Senior Play Leader. This can be done verbally or in writing (see complaints policy for details). An account of this meeting will be kept. The Project Manager will then investigate the allegation with the staff member concerned. The outcome of this investigation will be made available to the person making the allegation. If the allegation is against the Project Manager, or the outcome of the investigation is not satisfactory, the allegation should be addressed to the management committee. The committee, or a sub group of the committee will investigate and the result of that investigation will be made known to the complainant. If there is allegation of child abuse relevant outside agencies will be informed and appropriate action will be taken.

Should the allegation be directed against the initial contact person, that person will not comment about the allegation, but state that they have a duty to report the allegation to the Project Manager to deal with.

Staff are expected to actively promote the Aims and Objectives of LASC and they, along with other members of the public have a responsibility to report any behaviour that is contrary to these Aims and Objectives.



Our Staff Team

Irene Hogg - Project Manager

Veronica Wood - Office Manager

Helen Evans - Admin Support Assistant

Lynda Stoddart - HR Manager

Eilidh Denholm - Senior Play Leader (Nursery 2 years)

Lisa Watson - Senior Play Leader (Ramsay & Nursery 3-5)

Vicky Lynch - Play Leader (Roslin)

Lesley Smart - Play Leader (Breakfast Club)

John T Hogg - Senior Play Leader (Paradykes Campus)

Lisa Webster - Assistant Playleader

Laura McGinty - Senior Playworker

Samra Akram - Senior Playworker

Yvonne Todman - Senior Playworker

Marie Dickson - Playworker

Johnny Hogg - Playworker/Sports Coach

Gemma Hogg - Playworker

Sarah Black - Playworker

Nikki Hamilton - Playworker

May Quinn - Playworker

Alan Duffin - Playwork Assistant

Nathan Hunt - Playwork Assistant

LOANHEAD AFTER SCHOOLS CLUB

I apply to be a member of The Loanhead After Schools Club Limited Company by Guarantee.

I would like to register my child/children in the Loanhead After Schools Club.

Please note that there is an annual members subscription registration fee of *£10 per child or *£20 per family for After School/holiday Care and £2 for Breakfast Club

Child/Children

Name(s):

.....

Address:

.....

Post Code: **Tel. No**

Number of Children:.....

Ages of Children:

School Attended :

Class / /

Which days would you require After School Care

Monday / Tuesday / Wednesday / Thursday / Friday

Which days would you require Breakfast Club (please circle).

Monday / Tuesday / Wednesday / Thursday / Friday

Start Date:

I enclose a fee of *

Cheques should be made payable to Loanhead After Schools Club.

I have read and agree with the policies and procedures of the ASC

Signed **Date**

Parent/Guardian

LOANHEAD AFTER SCHOOLS CLUB

Child's Name Age D.O.B.

Address

.....P/Code Tel. No

School Attended Class

Parent's Names: Parent/Carer..... Parent/Carer.....

Email Address:

Parent/Carer- Occupation

Employers Name

& Address

..... Tel. No

Mobile

Parent/ Carer- Occupation

Employers Name

& Address

..... Tel. No

Mobile

Additional contact (in case Club cannot contact a parent in an emergency)

Name Relationship

Address

..... Tel No

Mobile

Family Doctor Tel No

Address

Has the child any allergies/dietary restrictions/health problems we need to be aware of ? YES / NO

Regular medication YES / NO

If YES please give details

.....

.....

.....

I understand that Loanhead After Schools Club and it's staff cannot be held responsible for loss or damage to property of any participants.

I agree to my child being registered with the Loanhead After Schools Club.

.....

Signature: Parent/Guardian

Date

LOANHEAD AFTER SCHOOLS CLUB

SCHOOL FORM

Please complete the information below and deliver it to school as soon as possible.

It is the parents responsibility to contact School regarding any changes to the days stated.

(*Delete as applicable)

My child/children* will be attending After School Care at:

*Loanhead Community Learning Centre, 5 Mayburn Walk, Loanhead.

*Ramsay Campus, 34 Edgefield Road, Loanhead, EH20 9DY

*Roslin Pavilion, Roslin.

On the undernoted day(s)

Name(s) Class
.....
.....

Day(s) (Please Circle)

Monday / Tuesday / Wednesday / Thursday / Friday

Signed Date

LOANHEAD AFTER SCHOOLS CLUB

CONSENT FORM

We plan to take the children on local outings (either on foot or by minibus) to the Library, Parks and Walks. We require permission for your child/children to take part in these outings. Please complete the undernoted and return it to the After Schools Club as soon as possible.

I agree to my child/children participating in local outings to the Library, Parks and Walks.

Name(s)

.....

Signed Date

Parent/Guardian

LOANHEAD AFTER SCHOOLS CLUB

CONSENT FORM

I agree to my child/children participating in the Swimming Programme organised with Loanhead After Schools Club.

Beginner (armbands) Beginner improver Competent

(Please tick)

Signed Date

Parent/Guardian

PARENTS NOTICE LOANHEAD AFTER SCHOOL CLUB

It was agreed at the Loanhead After School Club Management Board Meeting on the 25th May 2010 that there will be a modest increase in fees. The new fee structure as detailed below, will take effect from Thursday 1st July 2010.

HOLIDAY CLUB

Session

Full Day	£16.40
Half Day	£10.15
Full Week (Full Days)	
First Child	£79.50
Second Child	£77.35
Full Week (half days)	
First Child	£47.70
Second Child	£46.10
Holiday Club Bus Trip	£1.25
Optional Hot Lunch	£1.60

BREAKFAST CLUB

Session

Daily Rate	£3.90
Full Week	£19.50
Second Child	£19.00

AFTER SCHOOL CLUB

Session

P1-P7 Mon-Thurs	£8.00
2.45pm-3.15pm Mon-Thurs	£2.10
Friday - Half Session	£8.30
Friday - Full Session	£10.70
Full Week - First Child	£41.70
Full Week - Second Child	
Child	£39.30
School Bus Pickup	£0.35
Bus trips	£1.25

Loanhead After School Club

Parent/carer Information

Following a review of our policies and procedures, the management committee of LASC are implementing the following policy on fees.

All bookings must be made and paid for at least a week in advance. This is per the existing policy a late fee of £1 per session per child will be incurred the first week, £2 the second week, £4 third week, £8 for fourth week .

Seven days notice must be given for a cancellation to receive a credit for the session.

Payments and booking must be made either by phone or in person via the office or the play leader

We are unable to guarantee a place for your child/ren if full payment is not received a week in advance.

Late pick up charge after 6.00 pm will be £5 for up to 15 minutes or part thereof per child.

LASC has to arrange staff numbers according to a strict staff: child ratio set out by the Care Commission. These ratios not only ensure your child is adequately supervised, but also that the staff are able to interact positively and meaningfully with your child/ren. We, therefore organise the staff rota according to the expected number of children. The last minute cancellation of places does not give us enough notice to reduce staff numbers, and this has had a severe financial impact on the Club.

Up until this decision was made we were unique in the field of after school care and child care in general by not charging for cancelled places. However in order to maintain the financial viability of the club we must now enforce this new policy.

This policy took effect on the **1st April 2006**. All outstanding fees must be paid for and payment for the following week must also be made by this date.

If you have any queries regarding the above please contact Irene who will be happy to discuss them with you.

.....
Janet Philp
Treasurer

On occasion we will take photographs of the children which will only be used for educational purposes e.g. displays and profiles. We may also require photographs for leaflets showing the Community nursery work etc.

* I do not wish for my child to be photographed.

* I do want my child to be photographed

Signed Date