

### **DROP AND COLLECTION:**

The LEAP Breakfast and After School Clubs are both held in the blue hall with direct access for drop off and collection via the car park entrance.

**Note:** we will only release children from the After School Club to the named contacts as provided on your child's booking form. If you wish to add/change these contacts please let us know.

### **LATE COLLECTION CHARGES:**

Please ensure you call the school if for any reason you are unable to collect your child on time. All children must be collected by 5.30pm each day. There will be a charge of £10 for every 15 minutes that your child remains uncollected prior to 6pm. After 6pm this charge will be increased to £30 per half an hour. (Please note these charges are to cover direct costs incurred by the school to cover staff and charges within our PFI contract for the building).

### **CHANGES TO INFORMATION:**

Please ensure that you keep us updated with any changes to the information given on your booking form, particularly emergency contacts, medical information and permissions for who is able to collect your child.

### **PARENTS AGREEMENT FOR LEAP CLUBS:**

LEAP Clubs are payable weekly in advance via ParentPay. Booking will automatically renew unless you cancel your child's place. Cancellation must be received in writing (via email or letter) with two weeks notice.

If your child does not attend the LEAP Club as booked, you will still need to pay for the session. If the club is cancelled on behalf of the school due to circumstances beyond their control you will be refunded for the session. (Please note this would only happen in an extreme emergency that prevented the school being open).

### **CHILDCARE VOUCHERS:**

Fees will be added to your child's ParentPay account and we then credit your account when we receive your childcare vouchers via your provider. You will need to give your childcare voucher provider the following information:  
Larkwood Primary Academy, OFSTED number: 141 734.

### **CANCELLATION:**

A minimum of two weeks notice is required to cancel any LEAP Club booking, without further charge. Cancellation must be received in writing (via email or letter).

# Breakfast After School Club



Additional Information/Related Documents:

LEAP Enrichment Activities Programme

Breakfast & Afterschool Club booking form

Specific Activity/Sports club letters



**Larkswood Extended Activities Provision** offers a range of clubs and activities. Children attending will be able to participate in a rich programme of activities, which embed the schools moral purpose of “Putting Children First”.

**LEAP** has been established to support parents and carers through offering an affordable quality extended hours provision.

**LEAP** will include a varied programme of enrichment and extension activities within and beyond the school day for pupils to enjoy.

**LEAP** will be non-profit making. Any income generated, beyond covering running costs, will be allocated to support additional activities and increase opportunities for children.

**LEAP** will be lead in a co-operative way, which supports parents and community needs.

**LEAP** will be monitored and regularly reviewed to ensure quality and value.

# Breakfast Club

The breakfast club is open to all children in full time education at Larkswood Primary Academy during term time.

## Times

7.45am until the start of the school day.

Whilst at the breakfast club the children will be given breakfast cereal, toast and juice. The children are free to participate in a range of play and structured activities under the supervision of the staff.

## Costs

£4.50 per day

# After School Club

The after school club is open to all children in full time education at Larkswood Primary Academy during term time. We offer flexibility and value to parents with the option of children attending for one or two hours.

## Times

Session 1: 3.20 – 4.30pm      Session 2: 4.30 – 5.30pm

Whilst at the after school club the children will be given healthy snacks and juice. The children are free to participate in a range of play and structured activities under the supervision of the staff.

## Costs

£4.00 per session

Our **After School Club** Team have a dedicated phone number for parents who need to contact them during club operational hours (3.15-6.00pm). This phone does not have a message facility. At all other times please contact the school office.

**Emergency number: 07519 969 524**

