



Bath Road, Leonard Stanley, Stonehouse, Gloucestershire, GL10 3LY

Mobile Number: 07936 304453 (7.30 pm - 9.00pm 3.15 pm - 5:30pm)

oosc@leonardstanley.gloucs.sch.uk

Play Leader Jacqui Bennett

Dear Parents/Guardians

Thank you for your enquiry about our Out of School Club. I hope you will find all you will need in the pack with this letter. Please return your signed Booking Form, Financial Agreement Form and Registration Form.

If you have any queries or questions regarding anything in the pack, please do not hesitate to contact me on oosc@leonardstanley.gloucs.sch.uk.

Kind regards.

Christine Evans

Out of School Club Admin

LEONARD STANLEY OUT OF SCHOOL CLUB

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Christine Evans Admin

Booking Form

Please write in the name of your child/children for each session you wish for them to attend.

Confirmation of your child's place will be given to you.

PLEASE NOTE THERE WILL BE A £10 CHARGE IF YOU ARE LATE COLLECTING YOUR CHILD AFTER 5:30PM.

	3:15 - 4:15pm £6 per child	3:15 - 5:15pm £8 per child	3:15 - 5:30pm £9 per child
Monday			
Tuesday			
Wednesday			
Thursday			
Friday	No OOSC		

Minimum booking is for 1 hour.

Please pay either by Bank Transfer or Vouchers. We do not accept cash payments.

Account Name: Leonard Stanley Extended Services Account No: 03801356 Sort code: 30-98-29. Invoices will be given monthly. **Invoice to be paid in Advance and not in arrears.**

Your Booking Form can be handed into the School Office or to the Out of School Club Mrs Evans Admin. Thank you.

Signature: _____ Parent/Guardian

Date: _____ Date received: _____



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Financial Agreement Form

Child/children's name:

Date:

I agree to pay all fees in advance and not in arrears.

I agree to pay promptly for session fees and will accept a £5 surcharge for late payment.

I agree to pay a surcharge of £10 for a late pick up of my child/children after 5.30pm.

I agree to pay for all fees when my child is booked in for a session but is absent for any reason, unless it is an organised school trip or activity as agreed with the Head Teacher.

I agree that I will give 4 week notice in writing from the date of letter/email if I wish to cancel my child's place.

I agree that if my child/children are absent for 3 weeks or more, without a valid reason the play leaders reserve the right to reallocate the place/s.

I agree that the play leaders reserve the right to reallocate places if fees have not been paid.

N.B A polite reminder to parents/guardians, please understand the Out of School Club is not subsidised by the school and places cancelled without the agreed 4 weeks written notice, and late or non-payment of fees has a direct impact on the financial stability of the Club. Therefore, by signing this agreement we would expect that you have fully understood and comply with all terms and conditions stated.

Signature:

Parent/Guardian

Date:



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Registration Form

All children attend must be registered with the club.

Child's First Name:.....

Date of Birth:.....

Child's Surname:.....

Child's Home Address:.....

Parents/ Guardian Home telephone number:.....

Mobiles numbers: Mum.....

Dad.....

Any other numbers:

Password (to be used by any person collecting the child).....

Parent/Carer name(s):.....

Name and number of person collecting your child in an emergency: _____

Child's Doctor: Name:

Surgery address:

Additional information i.e. special diets, allergies, health problems or anything else the Play Leader/Assistants should know about your child:

I consent to my child receiving medical treatment in the event of an emergency. If my child goes on a trip, I will be asked to complete an additional consent form.

I understand that Leonard Stanley Out of School Club cannot accept responsibility for my child's belongings or valuables whilst they are attending the Club.

Parent(s)/Guardian(s) Full Name:

Signature:

Parent/Guardian

Record of Medicine Administered to an Individual Child

Childs Name	
Class	
Date	
Time Given	
Dose Given	
Name of staff member	
Staff signature	
Parent signature	

Childs Name	
Class	
Date	
Time Given	
Dose Given	
Name of staff member	
Staff signature	
Parent signature	



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Rules & Regulations

1. **Registration:** Only children for whom Registration Forms have been filled in may attend. One Registration Form for each child.
2. **Opening Times:** The Club is open from 3:15 - 5:30pm Monday to Thursday during term-time, .Snacks will be provided between 3:15 - 4:15pm.
3. **Bookings:** Please make your booking to Christine Evans via oosc@leonardstanley.gloucs.sch.uk (preferred method). Bookings have to be a minimum of 1 hour.
4. **Waiting List:** When a session is fully booked we operate a waiting list system. We cannot guarantee how long your child/ren will remain on the list before a space is available. As soon as a space becomes available you will be notified.
5. **Payment of Fees:** Please pay either by Bank Transfer or Vouchers. We do not accept cash payments. Account Name: Leonard Stanley Extended Services Account No: 03801356 Sort code: 30-98-29. Invoices will be given monthly **Invoice to be paid in Advance and not in arrears**. Any fees outstanding more than two weeks will incur a surcharge of £5.
1. **Collecting your child/ren:** Children need to be collected from the Main school Reception Please ring
2. **07936304453** a member of staff will bring your child to you. If you collect your child/ren after 5.30 you will be charged a penalty of £10 due to the Club incurring extra staff and caretaking costs.

Please give us written details of who will be collecting your child/ren other than yourself, as we will not allow your child to leave the Club with someone who is unknown to us – **a password MUST be issued** and used by any person collecting your child/ren. Any regular collection arrangements you wish to have should be recorded on the child's Registration Form.

3. **Absences:** Please inform the Play Leader if your child/ren is going to be absent from their session – either by emailing oosc@leonardstanley.gloucs.sch.uk or by texting 07936 304453 **by 1pm on the day of absence**.
4. **Notice:** We require 4 weeks written Notice if you do not wish for your child/ren to attend the Club any more. Please email oosc@leonardstanley.gloucs.sch.uk.
5. **Behaviour:** If any child/ren disrupts the Club, e.g. bullying, being rude, racist or badly behaved, and does not respond to reasonable attempts of correction, we reserve the right to withdraw their space and you will be notified.
6. If you require further information in the Rules and Regulations, please ask the Play Leader to explain before you sign the Registration Form. We hope you and your child enjoy the facilities we offer.