

Lakeside Early Bird Club

Welcome to the Lakeside Early Bird Club, the 'breakfast club' offering quality childcare for Lakeside School pupils (Reception – Year 6) from 7.40 am until 8.40 am, Mondays to Fridays. Please note, however, that the Early Bird Club does not run during school holidays or on Inset Days.

The club is held in the STEM room where children are looked after by qualified members of staff and can participate in any of the activities on offer daily, before being taken to their classrooms at 8.40am.

Please call 07729 598574 when you arrive at the main entrance door and a member of staff will come and collect your child.

Breakfast is included in the £6.05 daily charge and consists of toast with various spreads and a vast choice of cereals and fruit.

The club does not have facilities to look after children who are unwell and therefore we ask you to fill in a contact/medical sheet for each child giving us information of any medical/dietary issues, together with contact numbers of at least two people who would be able to collect your child in the event of an emergency between 7.40am - 8.40am. These can be different contacts or phone numbers from the ones held in the School Office which are used during school hours.

Bookings for the club can be made online via Scopay which will be activated once your child is registered. Payment must be made at the time of booking sessions. If you would like to make payment using childcare vouchers, which may be available through your employer, please contact the school office.

Please note that parking in the staff car park is NOT allowed as teachers are arriving at this time.

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 £6.05 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.

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Contact Information

Child's Name:

Date of Birth: Age: Class:

Home Address:

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Home Telephone Number:

Please provide name and telephone numbers of emergency contacts 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.

The Club does not have the facilities to look after sick children, so if your child has been unwell during the night or is not feeling well in the morning, please **do NOT** bring them to school.

Contact 1

Name:

Relationship to child:

Address:

Telephone Numbers:

Contact 2

Name:

Relationship to child:

Address:

Telephone Numbers:

Signed: Date:



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Medical Information/Dietary Requirements

Please provide below any medical condition or dietary requirements we should know about your child. We will have access to class medical boxes during the Early Bird session so there is no need to provide additional Inhalers/Epipens.

Any morning medicines should still be given at home.

Child's Name:

Date of Birth: Age: Class:

MEDICAL CONDITIONS

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DIETARY REQUIREMENTS

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Signed: Date: