



Lady Katherine Leveson C of E Primary School  
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**Head Teacher:** Mr Simon Russell B.ED (Hons)

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**Web Site:** <http://ladykprimaryschool.co.uk/>

**Telephone:** 01564 772 374

**Care and Play:** 01564 772 020

May 2018

Dear Parents,

Welcome to Lady K Care and Play.

The sessions that are available and associated costs are as follows:-

Club	Available to	Time	Cost per session
Breakfast Club	Nursery-Year 6	7.45-8.55 am	£5.00
Morning Club	Age 2 – 3	9.00-12.00 pm	£12.00
Lunch Club	Age 2 – Nursery	12.00-12.45 pm	£4.50 *
Afternoon Club	Age 2 – Nursery	12.45-3.15 pm	£11.00
After School Club	Nursery–Year 6	3.20-4.30 pm	£5.00
After School Club	Nursery-Year 6	3.20-5.30 pm	£9.00
After School Club	Nursery-Year 6	3.20-6.00 pm	£11.00

\*Charges for hot meals are invoiced separately on ParentPay.

Here is a flavour of what our Clubs offer:-

Breakfast Club	Hot breakfast, cereal, toast and juice offered daily. Variety of fun activities, which are changed daily and take on board input from your child.
Morning Club & Afternoon Club	A nurturing and stimulating environment. Carefully planned activities covering all seven areas that are important to your child's development and providing progressive learning experiences. Key Person assigned to each child to oversee their learning journey, ensure that they feel safe, secure and enjoy social experiences. Parents' evenings held. Sleep facilities available if needed.
Lunch Club	A social occasion in which your child can enjoy either a packed lunch provided by yourself or a nutritious hot meal.

After School Club	Freshly prepared hot/cold snack offered daily to children staying until 5.30 or 6pm. Variety of fun activities, which are changed daily and take on board input from your child. Your child can join in with cooking activities. Both indoor and outdoor play opportunities. Staff actively involved with your child.
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Please find attached our Terms and Conditions, Agreement Form and Child Information Record/Medical Information. All forms need to be completed before your child can attend a Lady K Care and Play session.

If you require any further information, please contact me, or one of the Lady K Care and Play team, at the above address.

Yours faithfully

**Mr Simon Russell**  
**HEADTEACHER**

**Lady K Care and Play**  
**CHILD INFORMATION RECORD/MEDICAL INFORMATION**

This form **must** be completed **before** your child is left at any Lady K Care and Play session.

Child's full name: ..... Date of birth: .....

Address (where child normally resides): .....

Are you involved with any other Agencies? .....

Home Tel Number: ..... Email: .....

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Parent/Carer (1) Name:..... Relationship to child: .....

Parent/Carer place of contact: .....

Telephone number: ..... Mobile: .....

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Parent/Carer (2) Name: ..... Relationship to child: .....

Parent/Carer place of contact: .....

Telephone number: ..... Mobile: .....

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Emergency contact (1): ..... Emergency contact (2): .....

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Designated persons allowed to collect your child from Lady K Care and Play, along with Password

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Any special dietary requirements: .....

Any allergies/health or medical conditions that should be known about: .....

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Injections received: .....

Hearing and Eye Test:.....

Any medical procedures prohibited by family beliefs: .....

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Child's doctor: ..... Tel. Number: .....

Address: .....

Any other relevant information: .....

Signed: ..... (Parent/Carer)

**Medical Treatment Consent Form**

In the event of an emergency and your child ..... being considered to be in need of medical treatment whilst in the care of Lady K Care and Play, I agree that he/she can be taken to hospital for medical attention.

I understand that every effort will be made by the staff of Lady K Care and Play to contact me.

Date: ..... Parent/Carer Signature: .....

**If your child is to be collected by anyone in your place would you please notify us in writing, in advance.**

**In extenuating circumstances, a phone call will be accepted as notification.**

**A password will be required.**

**Thank you.**

## **Lady K Care and Play** **AGREEMENT FORM**

Agreement between the parents of ..... and Lady K Care and Play.

This form **must** be completed **before** your child is left at any Lady K Care and Play session.

Name of child: .....

Address (where child normally resides): .....

Arrangements to begin on: .....

I wish my child to attend the following sessions and agree to pay the required fees **one month in advance**. I prefer my monthly invoice sent via:-

Paper copy       Email       Email Address: .....

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>Breakfast Club</b> 7.45–8.55 am £5.00 per session					
<b>Morning Club</b> 9.00-12.00 pm £12.00 per session					
<b>Lunch Club</b> 12.00 –12.45 pm £4.50 per session (charges for hot meals are invoiced separately)					
<b>Afternoon Club</b> 12.45–3.15 pm £11.00 per session					
<b>After School Club</b> 3.20 - 4.30 pm £5.00 per session					
<b>After School Club</b> 3.20 - 5.30 pm £9.00 per session					
<b>After School Club</b> 3.20 - 6.00 pm £11.00 per session					

**Declaration:** I confirm that I have parental responsibility for the above child.

**I have read and agree to the attached Terms and Conditions.**

Parent/Carer name: .....      Signature: .....

Date: .....

**Payments to be made via ParentPay (www.parentpay.com).** Unfortunately, there will be **no** reimbursement for any sessions missed. The notice period to change any of the above arrangements is one calendar month. Due to staffing ratios we cannot accept any child who has not been booked into a session.

## Lady K Care and Play

### TERMS AND CONDITIONS

- All fees are payable monthly, in advance, via ParentPay ([www.parentpay.com](http://www.parentpay.com)).
- The invoice must be paid by the date stated on it.
- **A £10 surcharge will be made for late payment of invoices** and will be added to the next childcare bill (or invoiced separately if necessary).
- Failure to pay the invoice will result in the exclusion of the child until full payment is made. If payment is not made within two weeks the place may be withdrawn and offered to another child.
- No child will be accepted at the club without the completed Medical form, Agreement form and Child Information Record.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a "per child, per session" basis.
- **Period of notice is one month in writing.**
- Adhoc bookings are possible at a minimum of 24 hours notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours notice.
- Children must be collected at the agreed time or extra charges will be applied (£5 for every five minutes that a child is late to be collected).

If your child is due to attend any Lady K Care and Play session and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register.

**If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or adhoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.**