

LAYTON PRIMARY SCHOOL



EXTENDED SERVICES AGREEMENT FORM

At Layton Primary School we offer wraparound childcare services, such as breakfast and after-school clubs, to provide parents with childcare outside of school hours, during term time. The below agreement form outlines what each of our clubs will provide, and our terms and conditions which you agree to by booking your child's place at the club.

As well as engaging the children in lots of activities, extended services will provide the following:

At Breakfast Club

- We will care for your child anytime from 8.00am until class registration at 8.55am. Our employees will ensure children are at their classrooms ready for morning registration.
- We will provide breakfast for e.g. toast, fruit, cereals, yoghurt until 8.30am.
- We will have a first aid trained employee on site.

At After School Club

- We will care for your child from the end of the school day until an authorised person collects them. The last pick up time is 5.30pm.
- We will provide your child with a light tea/healthy snack once they join the after-school session.
- We will have a first aid trained employee on site.

Contacting the clubs:

Any enquiries to the supervisor of the extended schools clubs can be sent to wraparound@layton.blackpool.sch.uk If you need to urgently speak to a member of staff at the after school club, you can phone 01253 392179 (option 1 for the club after 4:30pm).

Spaces:

Both clubs have enough spaces for our current demand, however this may change over the course of the academic year. We would like to highlight to parents that should the club reach capacity, spaces will be given on a first come, first served basis with respect to when bookings are made.

Extended Services User Terms and Conditions

- (i) Sessions must be booked by the Parent/Carer using the online ParentPay system, at least 48 hours in advance of the attendance at the club. Sessions can be booked a week or month ahead.
- (ii) Payment must be made at the time of booking to secure the place. Parents/Carers are responsible for ensuring that the payment has cleared – bank transfers may not clear in time for the deadline, resulting in the place being cancelled.
- (iii) If Parents/Carers need to cancel their booking, they must do so prior to the '48-hour deadline'. This frees up the space at the club and will credit your ParentPay Account.
- (iv) Cancellations cannot be made **after** the '48 hours' prior' deadline. Payment is for the reserved space; therefore, this is non-refundable. Only in cases of absence due to illness will the amount be refunded.
- (v) You agree to collecting your child(ren) before 5.30pm from the after-school sessions and accept that an extra charge of £5.00 will be incurred for late collection after this time. Further subsequent late collections may result in your child's place being withdrawn.

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- (vi) Children will be expected to behave in an appropriate and orderly manner. If children are seen to be presenting challenging behaviour, staff will follow the same procedures as laid out in the school Behaviour Policy, this can be found on our school website. If poor behaviour then continues, we will discuss with Parents/Carers and this may lead to potential removal of the place.
- (vii) The same existing pupil details held by school will be accessible to extended school staff members.
- (viii) Change of emergency contact details/medical requirements must be updated with the school office as a priority.
- (ix) School will not release any child to an individual who is not on the child's pick-up list. For ad-hoc changes where someone will collect the child as a one off, and is not on the collection list, parent/carers can inform school by contacting the office or emailing wraparound@layton.blackpool.sch.uk before 3pm on the day of collection.