



## Active8 Minds After School Club

Langrish Primary School

### Collection and Drop Off

The afterschool club attendees are escorted to the school hall where they will be signed in by the Active8 Minds team.

The afterschool club opens at 15.10 and the sports or arts activity begins at 15.30 (following snack which must be nut free labeled and provided from home).

Collection in the afternoon is from outside the school hall doors. Please use the social distance markers.

Parents must wear a face mask whilst on school site as per current school policy.

Access into school/clubs for parents is not allowed at this time. If a child forgets personal belongings, they cannot reenter the school premises. Such belongings will need to be collected the next day.

Please note that the school office will be mainly closed for access during the sessions.

### Medical Conditions

Please ensure your child has any medication that maybe required kept in the school office. We have an agreement with the school to access this in the event of an emergency.



### Welcome!

We would like to offer a warm welcome to all children and parents at Langrish Primary School to Active8 Minds After School provision.



We are pleased to have already met so many fantastic families and look forward to meeting many more of you in the future.

You will see some familiar faces at the clubs.

**Please be aware that due to COVID19 and the new cleaning procedures the club collection time is now 17.15pm.**

**This has been reflected in the change of price to £10 for the session.**

**Please see our COVID19 form for further information.**

We are really looking forward to getting to know you all and will be working closely with the school to support all parents and children alike.

Please have a read through of this letter for key information when using the club.

If you do have any questions, please don't hesitate to contact the office team on 01243 696580 (09.30-14.30 Mon-Fri).

If there is no one available at the time of your call, please email

[bookings@active8minds.co.uk](mailto:bookings@active8minds.co.uk) or if your enquiry is urgent call Jodie on 07980421858.

### Facebook

Please follow us on Facebook @active8minds.

This is the place to go to find all the latest information, you will also find our new "Meet our staff," videos, lots of regular competitions and an insight to all the fun work we do around different settings.

**Session Times and Costs (when booking for the term)**  
**After School Club Mon – Fri**  
15.10 – 17.15 £10.00  
**Adhoc bookings are available, additional charges may apply**



### Bookings and Registration

If you have not registered your child with Active8 Minds we are unable to accept them due to safeguarding. We require your child's details, emergency telephone numbers and any medical conditions in case of emergency.

Please be aware that places are space dependent and pre booking is highly advised.

All before and after school club bookings can be done online. 12pm is the cut off for after school club bookings and 12am for before school clubs

Please call the office on 01243 696580 for emergency bookings which are after the cut off.

### Football

**Due to the virus we are unable to offer the football club for this term. We hope to be able to offer this at half term or from Jan when government guidance allows.**

### Club Phone

Please only use this number whilst your child is in care of Active8 Minds After School Club.

Direct Number: 07908 462607

This should be used in an emergency or if you need to contact a coach directly whilst your child is in the care of Active8 Minds.

For any other queries please call Active8 Minds main office on 01243 696580.

**Ofsted Number: EY536755**

### Policies and Procedures

A copy of all policies, procedures and DBS numbers can be found on our website or onsite, please ask the onsite team for a copy of the folder.



### Club Information - After School Clubs

Children are escorted by Active8 Minds to the school hall for registration.

Following registration, children are offered a snack (from home) before having the opportunity to engage with the afternoon activity.

Please ensure your child has a labeled water bottle.

Afternoon activities include sports, games and creative sessions.

Children can be collected throughout the session and can bring a pack lunch if they are staying late.

The sports activities will take place outside (weather permitting).

The cre8tive activity is run in the school hall.

Active8 Minds work closely with the school to ensure smooth transition of your children to the after school clubs.

A child on the register that does not arrive at after school club will be followed up with the school office to ensure the child's safety.

Reasons for absence often include sickness or a playdate with a friend.

Please inform Active8 Minds at your earliest opportunity if your child is booked in and will not going to attend After School Club.

Missed sessions are still chargeable.



### PAYMENTS

Termly bookings are payable in full or 50/50 split payment.

Adhoc bookings are payable at time of booking. Please be aware that unpaid sessions will result in a booking restriction until payments are received.

Payment options include: Childcare Vouchers / Worldpay Online.

### Charges

*Credit and/or Refunds cannot be offered for missed sessions without a valid doctors note.*

*Late pick ups will be charged at £10 for the first 5 minutes or part of and £1 per minute thereafter.*

*Alterations to existing bookings are subject to administration fees.*