



BISHOP LONSDALE DAY CARE

Bishop Lonsdale Primary School and Nursery
186 St Albans Road, Derby DE22 3HH
Telephone 01332 344795
Day Care Mobile 07733194381

Bishop Lonsdale Day Care is available from Monday to Friday from 7.50 am to 6.00 pm during term time.

We aim to provide a flexible service to meet the needs of children and their parents and carers, however, we do have to adhere to correct staffing ratios therefore advanced booking is essential.

Parents wishing to book places should do so using the Day Care Application Form no later than Friday of the week before the booking is required. Payment should be made in full at the time of booking. If a session is no longer needed, it must be cancelled no later than 9.30 on the day it is booked for, Breakfast Club sessions should be cancelled the previous day. Failure to cancel a booked session will result in the full cost being charged.

If you telephone school to report your child's absence and they are booked at Day Care that day, please ask that the Day Care staff are informed of your child's absence or leave a message on the mobile phone.

Full payment should be placed in an envelope labelled 'Day Care' with your child's name. A booking form should be completed but not placed in the envelope. Please make sure that you date the envelope and form correctly.

If it is your child's first time at Day Care please complete a Day Care Admission Form. It is your responsibility to notify us of any changes to any of the details we have on record regarding your child.

We aim to provide a quality service and have policies and procedures in place regarding safeguarding, lost and uncollected children, behaviour and discipline and complaints. These are available upon request.

Please notify staff of any injuries your child has sustained away from our premises. This will help us to establish that the injury was not caused whilst in our care.

Parents of a child who wilfully damage toys and games will be asked to pay a contribution towards their replacement.

All children must be collected by 6.00pm or a retainer fee of £10.00 will be charged for every ¼ hour over.

Payment should be made in advance except in an emergency or by prior agreement with a member of staff. If you fail to pay, your child will not be allowed to stay. Should any arrears begin to accumulate, the child's day care place will be lost and the school will take all measures to recover the debt.

If paying by cheque, please make it payable to Bishop Lonsdale Primary School.