



DOWNSEND
SCHOOL

DOWNSEND PRE-PREP +

Inspiring young minds



Welcome to our Summer Holiday 2019 Programme for Downsend Pre-Prep+. We will be open from Thursday 11 July - Friday 30 August. (Closed Bank Holiday Monday 26 August)

Call 07899 011275 for more details.

At Downsend we are proud of our children's smiles, their talents and their successes. Our pre-preparatory schools understand the importance of providing a happy, caring and supportive environment, for their early years, to provide them with opportunities to develop into well balanced individuals. We know that holiday care can pose a difficult problem, which is why we have decided to build upon our highly successful Downsend+ scheme and offer a dedicated facility for children aged 2 - 5 at our Leatherhead Pre-Prep. Downsend Pre-Prep+ offers:

- **A fun programme of daily activities.** Each week is themed; Transport, The Beach, Me, myself and I, Summer Foods, Masks/Puppets, Flowers/Plants and Animals Big and Small
- Purpose built premises with bright, colourful and stimulating surroundings
- Experienced and highly qualified staff, who are involved with teaching during term time
- A safe outdoor play and learning area for imaginative and physical skills to grow
- Full day or morning only options, including a hot lunch.
- Holiday child care from 8.00 am - 5.30 pm outside normal term times



DOWNSEND PRE-PREP+ 13 EPSOM ROAD LEATHERHEAD KT22 8ST
E: CAROLYN.POTTER@COGNITA.CO.UK W: WWW.DOWNSEND.CO.UK

Terms and Conditions

Cancellation or Alteration

Alterations to bookings are not permitted. If you have to make a cancellation you will be charged the full rate for the session booked.

Public Liability Insurance

Whilst they are taking part in activities on site or travelling in our minibus, the children are covered by our public liability insurance. Whilst under the supervision of outside tutors, the children are covered by separate public liability insurances held by the various tutors, copies of which are held on file by Downsend Pre-Prep+.

First Aid

Several of our staff are qualified first-aiders and are trained to administer first aid assistance should your child require it. The emergency services will be called if further assistance is needed. Parents should ensure that any special requirements or allergies are notified on the medical section of the application form to ensure that appropriate treatment is given when treating their child.

Medical Conditions and Treatments

Please note that it is a legal requirement under OFSTED guidelines for parents to leave clear, written guidelines and instructions for use with any medicines/inhalers or allergy treatments on arrival each day. Parents are also required to sign for the receipt of medicines on departure and to sign to acknowledge any treatments administered during the day. This also applies to First Aid treatments.

Only prescribed medication can be administered at DPP+, parents must complete and sign necessary forms regarding dosage.

Timetable Changes

In the event of poor weather or other factors which may arise which are beyond our reasonable control, the programmes may be subject to alteration or rearrangement. We reserve the right to cancel schemes which are under-subscribed, and will notify parents as soon as possible of any such cancellations or significant amendments.

Photography

During the scheme, some photographs may be taken which may be used in future publications including our website. If you do NOT wish your child's image to be used in this way, please let us know. Please note that names will not be used in any publicity adjacent to photographs of children except occasionally in the Downsend Times or Downsend Pre-Prep Times.

Drop Off and Collection Arrangements

Drop off in the morning is from 8.00 am at the front entrance of Downsend School - Leatherhead Pre-Prep. If you plan to arrive later than 9.00 am, please let the staff know. Places will be charged as either a full or half day regardless of drop off time. All places must be booked at least 24 hours in advance so that correct staffing ratios can be arranged. We are unable to accept any children who turn up without a prior booking. If you are unable to collect your child/children yourself, please let the Downsend Pre-Prep+ staff know who will be collecting them, for security reasons. Please fill in the collection password on the booking form and make sure the person collecting knows this password. Your child may be collected at any time up until 5.30 pm, but if you wish to pick up earlier than 5.30 pm you must notify staff on that morning. If your plans change during the day, please contact Downsend Pre-Prep+ on 07899 011275 to advise us of your alternative arrangements for collection. Collection will be at 1.00 pm after a morning session. If for some reason you need to collect your child/children at any other time, please contact Downsend Pre-Prep+ on the number shown above to let staff know when you will arrive - the school is a secure site during the scheme, so all external doors will be locked except at the normal drop-off and collection times shown above.

Late Collection Charge

Collection at the end of a session is at 1.00 pm for a Half Day and 5.30 pm for a full day. If you collect your child after 1.15 pm, or 5.45 pm for the full day, the late collection charge will be levied. If collection is after 1.15 pm or 5.45 pm, for any reason, an automatic charge of £20.00 will be made.

Exclusion

We reserve the right to exclude or refuse any child prior to or during the holiday if in our opinion the presence of that child is incompatible with the well being of others on the scheme. Bullying and poor behaviour will be dealt with appropriately as soon as it is reported. Any additional cost incurred by Downsend Pre-Prep+ as a result of any exclusion or refusal, including damage or transport home, will be borne by parents or guardians, and no refund will be made.

Complaints Procedure

Downsend Pre-Prep+ will do everything in its power to provide the best possible standard of care and service at all times. If however you are not satisfied with the service that you or your child have received, please contact Gill Brooks on 01372 385437 or 07899 011275



Downsend Pre-Prep + Summer 2019

Early booking discount: Downsend parents receive a discount of £2 per day or £1 per half day if booking is made by Friday 21 June. Please return to Downsend Pre-Prep+, 13 Epsom Road, Leatherhead Surrey KT22 8ST Tel: 07899 011275.

Child's Name

Week 1	Early Start	Full Day	Half Day	Late Finish	Milk required	Week 4	Early Start	Full Day	Half Day	Late Finish	Milk required	Week 7	Early Start	Full Day	Half Day	Late Finish	Milk required
						29.07.19						19.08.19					
						30.07.19						20.08.19					
						31.07.19						21.08.19					
11.07.19						01.08.19						22.08.19					
12.07.19						02.08.19						23.08.19					
Week 2	Early Start	Full Day	Half Day	Late Finish	Milk required	Week 5	Early Start	Full Day	Half Day	Late Finish	Milk required	Week 8	Early Start	Full Day	Half Day	Late Finish	Milk required
15.07.19						05.08.19						26.08.19					
16.07.19						06.08.19						27.08.19					
17.07.19						07.08.19						28.08.19					
18.07.19						08.08.19						29.08.19					
19.07.19						09.08.19						30.08.19					
Week 3	Early Start	Full Day	Half Day	Late Finish	Milk required	Week 6	Early Start	Full Day	Half Day	Late Finish	Milk required						
22.07.19						12.08.19											
23.07.19						13.08.19											
24.07.19						14.08.19											
25.07.19						15.08.19											
26.07.19						16.08.19											

Total amount payable:
 ◇ Cheque
 ◇ Bank Transfer
 ◇ Childcare Vouchers
 (Please indicate method of payment)

Payment is required in full with the booking form and must be received prior to the start of the holiday. Payment can either be made by cheque, bank transfer or by cash. Cheques should be made payable to Downsend School. Bank transfer details: Sort code 12-01-03 Account 00126807 - please add reference of child's surname and DPP+. Alterations to bookings are not permitted. If you have to make a cancellation, you will be charged the full rate for the session booked.