

Downsend Early Years Plus

Inspiring young minds



DOWNSEND
PRE-PREP SCHOOL
Leatherhead



Christmas holiday programme
Monday 16 Dec — Friday 20 Dec
Thursday 2 and Friday 3 Jan
Call 07899 011275 for more
details

**** WOW WEDNESDAY ****
Wednesday 18th December

We will be getting ready for Christmas and designing our own baubles for the tree and making our own yule logs with decorations for your Christmas tea.

There will also be lots of Christmas fun for your child to enjoy.



Ages 2-5

- **Christmas crafts**
- **Cookery**
- **Caring Environment**
- **Role play**
- **Outdoors**
- **Playdough**

Holiday child care
from 8:00am-5:30pm
outside normal term
times.

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.

Downsend Early Years Plus 13 Epsom Road Leatherhead KT22 8ST
E: downsendearlyyearsplus@downsend.co.uk



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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 Early Years Plus.

First Aid

The majority 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 DEY Plus, 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 Early Years Plus 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 Early Years Plus 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 Early Years Plus 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.

Please ensure you have an emergency contact available to collect your child should you not be able to collect your child by 5.30pm.

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 Early Years Plus 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 Early Years Plus 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 Vanessa Conlan on 01372 385437 or 07899 011275.



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Downsend Early Years Plus

Booking Form: Christmas 2019

Please return to: Downsend Early Years Plus, 13 Epsom Road, Leatherhead, Surrey KT22 8ST
Tel: 07899 011275.

Please complete a separate form for each child

Contact Details			
Pupil's name:	Date of birth:	School:	Year Group:
Address:			Post Code:
Parent's contact telephone: (<i>home</i>)		Mobile phone:	
Emergency contact for late collection:		Emergency No:	
Email:		Collection Password:	

Medical Details		
Please give details below of any medical conditions or allergies that your child may have:		
Medical condition:	Action required:	My child is vegetarian: yes/no
Please give details of any medication your child is currently taking: At DEY Plus we are only able to administer prescribed medicine.		
I give permission for Downsend Early Years Plus staff to give my child emergency treatment and to call the emergency services if necessary.		
Child's name:		
Signed Date		

Please complete the enclosed booking sheet for required sessions indicating whether or not milk is required and return it **with** this booking form. You should retain the Terms and Conditions page for your reference. Please let DEYPlus staff know if your child does not want his/her face painted.

Payment Terms

Please note: 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 by cash or by bank transfer. 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 DEYPlus. Alterations to bookings are not permitted. If you have to make a cancellation, you will be charged the full rate for the session booked.

Downsend Early Years Plus Prices

Full Day (including lunch)	9.00 am - 4.00 pm	£40 per day (Nursery) £36.50 per day (Rising Reception & Reception)
Half Day (including lunch)	9.00 am - 1.00 pm	£32 per session (Nursery) £30 per session (Rising Reception & Reception)
Early Start	8.00 am - 9.00am	£8 per session
Late Finish (including tea)	4.00pm - 5.30 pm	£9.50 per session

Christmas fun - WOW Wednesday £5.00

Downsend Early Years Plus Christmas 2019

Early booking discount: For Downsend parents there is a discount of £2 per day or £1 per half day if booking is made by Friday 6th December. Please return to: Downsend Early Years Plus, 13 Epsom Road, Leatherhead, Surrey KT22 8ST. Tel: 07899 011275.

Week 1	Early Start	Full Day	Half Day	Late Finish	Milk required
16.12.2019					
17.12.2019					
18.12.2019					
19.12.2019					
20.12.2019					

Week 2	Early Start	Full Day	Half Day	Late Finish	Milk required
02.01.2020					
03.01.2020					

Please indicate which method of payment and the amount you have paid below.

Cash - £
 Cheque
 Bank transfer
 Childcare vouchers

Please add £5 to your payment if your child is attending WOW Wednesday for Christmas Fun on 18.12.19 and tick here.

£5 added

Payment is required in full with the booking form and must be received prior to the start of the holiday. Payment can be made by cheque, by cash, by childcare vouchers or by bank transfer. Cheques should be made payable to Downsend School. Bank transfer details: Sort code 12-01-03 Account No: 00126807—Please add reference of child's surname and DEYPlus. Alterations to bookings are not permitted. If you have to make a cancellation, you will be charged the full rate for the session booked.