

## LBL Coppetts Wood After School Club:

### Information for Parents

#### About us

LBL are delighted to be opening a new after school club at Coppetts Wood School. We are a small local childcare provider with sites at Martin School in East Finchley, Monken Hadley School in Hadley and Foulds School in High Barnet.

We are a multi-activity club with the following activities and resources available:

- Arts and crafts resources
- Sports and outdoor equipment
- Small world play equipment
- Construction toys (Lego, Knex, Playmobil, etc.)
- Books
- Board games
- Imaginative play equipment

We foster an atmosphere of fun, warmth and play. Children are encouraged to engage with different age groups, try new activities and develop their social skills. We do not encourage the use of technology at the club, nor do we provide electronic resources.

LBL operates a free play philosophy and abides by the Play Work Principles (2004). Full details can be found on our website but the most fundamental idea is this:

*All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.*

#### How do I register?

Simply complete and return a registration form and emergency contact form via email – these are available on our website [www.lblcoppettswood.co.uk](http://www.lblcoppettswood.co.uk) or by emailing [LBLCoppettswood@gmail.com](mailto:LBLCoppettswood@gmail.com) .

#### How do I book?

We will be operating an online booking system on our website. Online booking is essential for our Safeguarding regulations so all bookings **must** be made via our website. You can book as many or as few sessions as you need and you can also make same day, last-minute bookings as we know plans can change! We aim to be as flexible as possible in the interest of parents and their childcare needs.

#### How do I pay?

Payment can be taken online via PayPal, BACS, childcare vouchers or the government Tax-Free Childcare scheme. LBL are registered with all childcare voucher providers. If you wish to pay with vouchers, please check the website for info or drop us an email and we'll explain the process.

### How much does it cost?

We have two types of session:

Session	Price	Sibling discount
Full Session 3:30-5:45pm	£10 per session	£8 per session
One Hour Session (this can be used for an hour straight after school or an hour after another club)	£8 per session	N/A

### Do you offer snacks?

We serve a selection of sandwiches (no pork or shellfish) and fresh fruit or veg every day with drinking water. We operate a healthy eating policy and are a **nut-free zone**. Children are welcome to bring their own snacks if they wish but we would ask parents to ensure they are healthy and comply with our nut policy.

### Staffing

All LBL staff undergo the following in line with Safer Recruitment in Education and Safeguarding guidance:

- Enhanced DBS check
- Safeguarding training (annual)
- Paediatric and/or basic first aid training
- Food safety and hygiene training
- Regular staff training with policy and procedure updates

### When do you open?

We will be open on Monday 8<sup>th</sup> March.

### How do I contact you?

At present, email is the best form of communication: [LBLCoppettswood@gmail.com](mailto:LBLCoppettswood@gmail.com) . Feel free to have a look at our website to have a look at the online booking system, plus information about the club and all our policies and procedures. Please feel free to drop us an email to ask any questions!