

Hello,

Thank you for your interest in using LangtonOut.

We are using the iPAL system for booking and payments. Please register and book your children on the iPAL. If you have any problems with registration and bookings please let me know.

Register with iPAL in 4 easy steps (It takes about 10-15 minutes)

Step 1. Visit the link to log in from a desktop/tablet: [https://
langtonout.schoolipal.co.uk/](https://langtonout.schoolipal.co.uk/)

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email. Please note this email may go into your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children.

There is some information that I think you will find useful.

LangtonOut operates in the school hall. Parents are not permitted on the school premises, please pay attention to our revised operating procedures:

Drop off - Reception Class Gate has a bell, please push the button and await a member of our team to collect your child,

Pick Up - Upon arrival at the Reception Class Gate please phone the telephone number provided - 07470 180651 and we will bring your child to you.

Opening times

School times only

After school club is open from 3.00 till 6.15pm Monday till Thursday;

Breakfast club session from 7.30 till 8.30am Monday till Friday.
We serve breakfast till 8.15am.

Fees of the 2023-2024 school year (from September 2023)

Breakfast club: £8.50 (for permanent place)/ £9.00 (for ad-hoc booking) regardless what time your child comes. Breakfast included.

After school club:

£7.30 (for permanent place)/ £7.80 (for ad-hoc booking) per hour and £2.20 per snack. Snacks are included in each on-line booking time slot.

Snacks in our club are compulsory, except children with severe food allergies. Children are hungry after school and they are looking forward to the snacks. We do not allow children to have their own snack in our club. We have to be sure that children, while they are under our care, consume freshly prepared food, avoiding any food that would be kept in their school bags from the morning, especially in warm weather. Also this will help us avoid any possible problems with allergenic children coming into contact with other children's food from home.

We charge for the time you booked even if you pick your child up earlier. If you are late we will charge you for the actual time your child attends.

We register to accept Tax-Free Childcare and many types of childcare vouchers, such as Busy Bees, The Co-operative, Care4, Computershare, Fideliti, Edenred, RG, Kiddivoucheres.

We serve

For breakfast: toast, pancakes, waffles, crumpets, scones with either jam, honey or marmite, cereals with milk, juice and yogurts.

For snack: baguette, wraps, wholemeal bread with butter, cheese, ham, fresh vegetables and fruits, yogurt, squash.

Cancellation

7 days in advance

You can cancel any of your bookings in your INVOICES on iPAL system one week in advance. We will charge you for unattended sessions if you give us notice less than one week before.

As many of us are parents ourselves we understand that childcare is costly. We are trying to be flexible and charge fairly. If your child is sick and not attending the school we will not charge you, but **you must inform us by leaving a note on the iPAL system**. If the note is not left on the iPAL system there will be a full charge for the unattended session.

Also you can cancel the sibling(s) attendance and incur no charge.

Ad hoc bookings

One of our stated intents is to be as flexible as possible, so we will accept ad hoc bookings until 10pm one day in advance as long as there are places available.

We post our photos of activities on Facebook LangtonOut.

Our website <http://www.langtonout.co.uk>.

If you have any questions please contact me by e-mail natasha@langtonout.co.uk.

Kind regards,