



Cockerton Out of School Club
St. Mary's Cockerton Church of England Primary School
Newton Lane Darlington
DL3 9EX
Telephone: 07734 695431



We hope you are all having a wonderful summer making lots of special memories.

We would like to thank you all for your support over the last year with the changes we have made in our setting, throughout the Coronavirus pandemic. Our children adapted very well to these changes, knowing it was to keep them safe during their time in Out of School and we were very proud of them. We are very much looking forward to seeing you all in September, when we are hoping for a little more normality for the children in club.



After School sessions

Just a reminder when picking up from after school, children booked into the session should be collected by 5pm, any collections after this will be charged for the longer session.

If you are running late, and need your child/ren to stay, please just give us a quick text or a call, we are always happy to have the children with us for longer

Snacks & Allergies

Some of our children have been bringing in a little something extra to go with the snack we provide in club. We always welcome the children doing this, but please be mindful that we are a nut-free setting and we encourage healthy eating.



Staff Training and Development

We are always ensuring our training is up to date, we access our online training library regularly, as well as attending local authority training sessions and briefings.

Chelsea has recently attended County Lines and Meeting the Needs of Every Child, both online workshops.

Both staff have also recently completed training on the new Keeping Children Safe in Education 2021 guidance.



Our new website is now up and running! We have added some new features onto it such as the ability to download requirement forms and view our newsletters. Please check the website for regular updates and information.

www.westparkdaynursery.co.uk

Also don't forget to like our Facebook page 'WPDN at Cockerton' this is updated regularly with photos of the crafts and activities we have been enjoying in club, as well as any important updates.

Absences, Non attendance and Late Collections

Credit will only be made to invoices if your child is sick, this is stated in your terms and conditions. This also means contacting us if your child has been sent home from school, the school do not notify us of absences. If you do not notify us, you will still be charged for the session.

If someone different is collecting your child from club could you please inform us in advance. You may be asked for a password we can use, this is to help us in ensuring the identity of the person collecting to protect the children within our care.

Payments / Requirement forms

Payments: It is your responsibility to collect your invoice from the setting at the start of the month, even if your child is not booked in until after this date, they are always made available for you to collect.

Please note that all invoices must be paid by the 10th of the month in which care is being provided. If we have not received your payment by this date, we may send you a polite reminder by text message.

A 10% late payment charge will automatically be added onto your invoice the following month if your invoice remains outstanding after the reminder.



Failure to pay invoices on time could risk your child's place with us.

If you are paying by childcare vouchers these need to be submitted by the seventh day of the month in order for them to reach us in time, this allows 3 days for them to be processed.

Changes to details

If your contact details have changed, could you please notify Chelsea so she can update your child's file. If we need to contact you in an emergency, valuable time could be wasted with incorrect contact details.

Could you also please let us know if there is any changes to your child's dietary requirements please.

Email: westparkdaynursery@yahoo.co.uk

Phone: 07734 695431

Facebook: WPDN at Cockerton

Online: www.westparkdaynursery.co.uk

