



Trinity St Mary's C of E VA Primary School

Breakfast & After School Club Registration Form

Child's Details

Child's Name: _____

Date of birth: _____ Year Group: _____

Preferred Start Date: _____

Breakfast Club	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Adhoc (anything other than weekly)	

After school Club		
	Collection Time	
	4.15pm	6pm
Monday		
Tuesday		
Wednesday		
Thursday		
Adhoc (anything other than weekly)		

Parents/Carers Details

Parent/Carers Name: _____

Telephone No: _____ Email address: _____

Parent/Carers Name: _____

Telephone No: _____ Email address: _____

Name of adults permitted to collect your child from the After-School Club

Name: _____ Name: _____

Name: _____ Name: _____

Emergency Contacts

Please give details of persons who can be contacted in an emergency, if parents are unavailable. Please place them in the order in which you wish them to be contacted:

Name: _____

Telephone No: _____ Relationship to child: _____

Name: _____

Telephone No: _____ Relationship to child: _____

Medical Information

Please supply full details of any medical requirements/conditions:

Are there any medicines your child takes regularly eg for asthma or life threatening conditions eg. allergic reaction requiring epi-pen?

Please note that no medicines can be administered without prior consent.

Please indicate if your child suffers from any allergies: _____

Any other information which may be relevant to ensure that the school club meets your child's needs: _____

Consent to Emergency Medical Treatment

I consent to any emergency medical treatment necessary during the course of my child's attendance at the school club. I therefore authorise the staff to sign on my behalf any written form of consent required by the medical authorities concerned should the delay required to obtain my signature be considered by the medical authorities likely to be prejudicial to my child's health and safety.

Yes/No (Please circle your response)

I have read and accept the Terms and Conditions of the school club.

Signature of Parent/Guardian: _____ Date: _____

Print Name: _____

CONFIDENTIAL



Trinity St Mary's C of E VA Primary School

School Club Terms and Conditions

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.

Breakfast Club Service

The breakfast club is open to pupils attending Trinity St Mary's C of E Primary School in Reception Class through to Year 6. Places are offered on a first come first served basis and if all places are filled a waiting list will be established.

Breakfast club will run Monday to Friday from 7.30am until the start of school. It will not operate in school holidays or on non-pupil days.

Children may arrive at any time after 7.30am, however breakfast will only be served until 8.15am.

Key Stage 2 children are sent to their classroom at the start of the school. Key Stage 1 and Reception children are taken to their classrooms.

Breakfast club will provide a variety of food and drink choices for the children.

A variety of activities supervised by breakfast club staff will be provided to occupy the children until the start of school.

After School Club Service

The after school club is open to pupils attending Trinity St Mary's C of E Primary School in Reception Class through to Year 6. Places are offered on a first come first served basis and if all places are filled a waiting list will be established.

After school club will run Monday to Thursday from the end of the school day. Parents can choose an early session until 4.15pm or a late session until 6.00pm. It will not operate in school holidays or on Trinity St Mary's non-pupil days.

A light snack and drinks will be provided to those children attending after 4.15pm.

A variety of activities supervised by after school club staff will be provided to occupy the children until they are collected by a named adult.

Registration

Only children for whom a registration form has been completed and whose place has been booked and confirmed in advance (whether for regular or ad hoc attendance) may attend the school club.

Dietary Needs, Medical Conditions and Medication

In line with school policy, any medication brought in must be clearly labelled and handed to a member of staff and a 'Request for the Administration of Medication in School' form should have been completed. These forms will be available from the school office.

It is the parent's responsibility to disclose any special dietary needs or medical conditions on the registration form, and to ensure that any changes are communicated immediately.

Children are not permitted to bring their own food to the school club unless this has been agreed in writing by the school in advance of their attendance at the club.

Weekly Sessions

On receipt of a registration form, the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad Hoc Sessions

These must be requested in writing by completing the registration form. Once a completed registration form has been received parents can book ad-hoc sessions by contacting the school office no later than midday the day before the place is required. The parent/carer will be notified as soon as possible after receiving the request, if a place is available. Places are offered on a first come first served basis.

Payment of Fees and Cancellation

The cost per session at breakfast club is £4.50 per day, and £2.25 per day for children in receipt of Pupil Premium (Targeted Free School Meals).

The cost per session at after school club is £5.00 for the early session (until 4.15pm) or £14.00 per session for the late session (until 6.00pm). Late pick up fees are chargeable at £5 per 5 minutes late for each child where the child is collected more than 10 minutes late from either session.

Parents will be given one term's notice of any change in fees.

The preferred payment method is via our payments system and a payment item will be assigned to you for this purpose once your child's place is confirmed. The school accepts childcare vouchers from a number of providers and details can be obtained from the school office. The school does not accept cash or cheque payments.

The school reserves the right to withdraw a place if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments.

All regular sessions are chargeable and payments non-refundable. If you cancel an ad hoc session less than 48 hours before the session is due to take place the full cost of the session will still be charged.

Please inform the school if you no longer require your child to attend the school club. This can be done with immediate effect, you are not required to serve a notice period. If you require a weekly session or ad hoc session after cancelling your place this will be subject to available spaces.

No partial refund will be given if a child attends too late to receive breakfast/snack or does not require breakfast/snack.

In the event of school closure, for example due to weather, no charge will be made.

General conditions

A child must not be brought to the school club if they are unwell.

It is the responsibility of the parent/carer to sign their child in at breakfast club by bringing their child to the school hall via the hall doors by the main school entrance.

Absent children at breakfast club will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.

All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.

We will not be liable for loss of property brought onto the premises by parent/carer or child. Children should refrain from bringing in their own toys, games or items of any value onto the site.

Parents may be required to remove the child either temporarily or permanently if the conduct of the child is unacceptable and it appears to the staff that the continued presence of the child is incompatible with the interests of the school club. There would be no refund of fees in these circumstances.

A child will automatically leave the school club when they leave Trinity St Mary's C of E Primary School.

Signature: _____ Date: _____

Name: _____