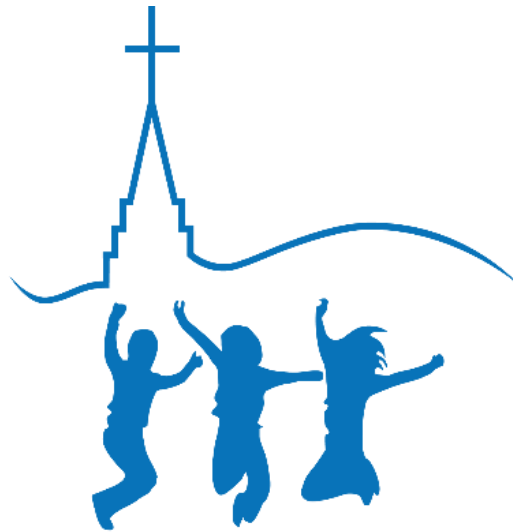


St Michael's
After School Care Club
'Mini Michael's Stay & Play'



St. Michael's CE (VA) Junior School

Registration Pack

Introduction

The Club, *Mini Michael's Stay & Play*, aims to provide a safe, secure and happy environment for children to relax, play, catch up on homework or reading and have fun with their friends. A range of activities will be available, both indoors and outdoors (as the weather gets warmer). There will be an area for children to do their homework or read, with support as needed from our skilled staff who already know your children. The children will be able to make their own choices regarding which activities they would like to do and how they spend their time at the Club.

The Club will be available to children attending St Michael's CE (VA) Junior School and Galleywood Infant School.

Registration

Before a child is admitted to the Club, we require the enclosed registration form and permission slip to be returned duly completed together with a registration fee of £10, to cover administration costs.

Please ensure all sections are completed and details of any dietary requirements are included on the registration forms.

Hours

The Club will open Monday to Friday during term time from 3.20pm to 6.00pm, with the exception of Bank Holidays and non-pupil days.

Meals

A biscuit and drink will be offered to all children at the beginning of the session, followed by a light meal at **approximately** 5pm for those staying until 6.00pm. The Club will follow the School's Healthy Eating Policy. Special diets can be catered for on request.

Fees

Two options will be available:

- Partial session: 3:20pm until 4:30pm £4 per child
- Full session: 3.20pm until 6.00pm £10 per child

There will be no discount for siblings.

Payment for sessions must be made in advance and sessions can be booked on the ParentPay system or via the School Office before 12pm on the session day to ensure a place. Places may be available at short notice subject to availability by contacting the School Office.

Invoices will be sent out for children attending from Galleywood Infant School as the ParentPay system will not be available to those parents. Details of how to pay will be included on the invoice.

Fees are not refundable if you have booked a place for your child and your child is subsequently unable to attend due to illness or unforeseen circumstances. Fees are also non-refundable in the event of any circumstance that results in early closure of the Club.

Children should be collected promptly before or at the end of their booked session. Please note that, if your child is collected late, a charge of £5.00 per 15 minutes may be added to your ParentPay account and must be paid promptly (the club reserves the right to determine whether extenuating circumstances negate a charge). Prompt collection is particularly important at the end of the Full session to enable our staff to leave at 6pm and the School to be locked up. Mrs Prigg will be informed of any children that are collected later than 6pm.

If payments are not received promptly in advance of the sessions or your child is collected late from the Club on more than two occasions, the Club reserves the right to discontinue the provision for your child.

Fees are reviewed annually in the summer term.

Bad Weather or other closures

There may be occasions when we decide to close the Club for safety reasons. If the Club is closed we will notify parents as soon as possible by telephone, email or text. You will be expected to collect your child(ren) by the time given for closure.

Behaviour

Children are expected to behave in accordance with the School's rights and values. Any incidences of poor behaviour will be dealt with by a member of the After School Care Club and recorded in a behaviour log. In cases of extremely poor behaviour, or following several incidences of repeated poor behaviour, staff will inform the head teacher of the relevant school who will address the issue and liaise with parents/carers.

If behaviour doesn't improve the head teacher will have a further conversation with parents and the child will no longer be able to attend the club.

Additional Information

- The Club cannot be held responsible for any article of clothing or other items that your child brings with them. Please ensure items of clothing are named.
- Please notify the Club in writing if there are any changes to contact names and numbers or doctor's details.
- We will require everyone to set up a password, if you have not already provided one on your registration form, please contact Mrs Wolahan in the school office.

- In the case of an emergency, you may need to send someone to collect your child that is not authorised to do so. In order for the staff to safeguard your child, that person will need the password. If they do not, we will be contacting the persons on the list that are authorised before we send your child with that adult.
- You must notify the Club if any person other than the child's authorised persons will be collecting your child, they must have the password.
- Places will be allocated on a first come first served basis. A waiting list will be held if the Club is oversubscribed.
- All medication must be clearly labelled with your child's name and dosage required. Details of the medication along with your signature must be entered onto the medication folder before it can be administered. Please note that the Club will not administer Calpol or similar medications. Children attending the Club should be healthy and free from infectious illness or disease. If your child becomes ill whilst at the Club every effort will be made to contact you and you will be requested to collect your child as soon as possible.
- The Club is covered under the School's insurance policy.
- Children will only be allowed to walk home alone from the club if written permission has been received from the parent.
- If you have any concerns that you wish to discuss, please in the first instance contact Mrs Wolahan, the School Business Manager, via the School Office on 01245 472682. If you believe that any issues have not been resolved, an appointment can be made to discuss the matter with the Headteacher, Mrs Prigg.

Mini Michael's Stay & Play

REGISTRATION FORM

(Confidential)

Please complete a new form for each child attending and enclose a registration fee of £10 per child

Child's name:	
Class:	
Child's date of birth:	
Religion:	
Ethnicity:	
Home address:	
Mother's name: (female carer/guardian)	
Home telephone number:	
Work telephone number:	
Mobile number:	
Email address:	
Father's name: (male carer/guardian)	
Home telephone number:	
Work telephone number:	
Mobile number:	
Email address:	

Dietary needs/food allergies:

**Medical conditions/phobias/non-food allergies
(please provide details of any medication):**

Doctor's name, address and telephone number:

Brief details about the things your child likes to do at play:

Are there any activities which you do not want your child to do at the Club:

Child's name:

**Emergency contact names, addresses and numbers
(between 3:00pm and 6:00pm)**

1	Name: Address: Relationship:	Telephone number(s):
2	Name: Address: Relationship:	Telephone number(s):
3	Name: Address: Relationship:	Telephone number(s):

Name(s) of person(s) authorised to collect your child:	Relationship to your child:

Please provide a password which we can use to verify identity:

Child's name:

WE NEED YOUR SIGNED PERMISSION FOR THE FOLLOWING ACTIVITES:

In case of emergency, I give permission for the staff at the Club to seek necessary medical advice or treatment (please note that we will contact you as soon as we are able).

Signed: _____ Date: _____
Parent/Guardian/Carer (please delete as appropriate)

In case of minor injury I give permission for my child to receive a plaster. I confirm that they are not allergic to plasters.

Signed: _____ Date: _____

I give permission for my child to leave the Club premises for the purpose of Club outings and visits that I have been informed of previously.

Signed: _____ Date: _____

There are a number of occasions when child's photograph might be taken e.g. for use on wall displays, for use by the School to promote the Club etc. To avoid the need to get permission on each occasion, we ask you to tick the appropriate box and sign below

Yes, you may take my child's photograph at any time whilst at the Club

No, I would prefer you not to take my child's photograph whilst at the Club

Signed: _____ Date: _____