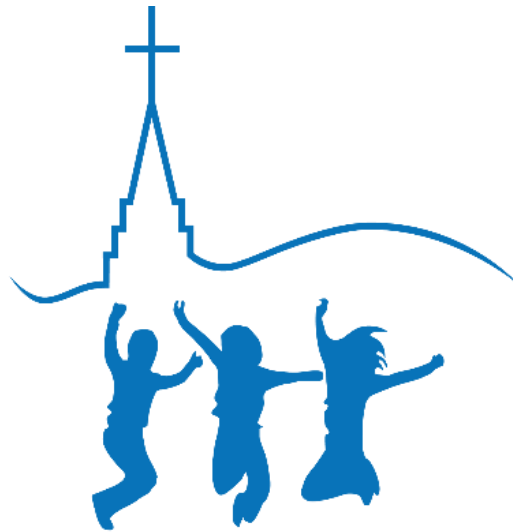


St Michael's After School Care Club



St. Michael's CE (VA) Junior School

Registration Pack

Introduction

The Club 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 Junior School and siblings in the Galleywood Infant School, who attend with a child at St Michael's.

Registration

Before a child is admitted to the After School Care Club, we require the enclosed registration form and permission slip to be returned duly completed. We also require a deposit of £10, which will be held by St Michael's CE Junior School to cover any late charges that might occur or outstanding fees.

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.

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.

Please note that if your child is collected late there will normally be a charge of £5.00 per 15 minutes and this will be deducted from your club deposit; you will then be asked to pay a further deposit to ensure you have a credit balance of £10. Any late charges in excess of the deposit will be added to your ParentPay account and must be paid promptly.

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.

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 or doctor's details.
- You must notify the Club if any person other than the child's parent/carer/guardian is to collect the child.
- 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.
- If in the first instance you wish to complain you should in the first instance speak to the Club supervisor. If you are still unhappy, please seek appointment with the School's Headteacher, Mrs Rumsey.

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:

If you wish please provide a password which we can use to verify identity:

Child's name:

WE NEED YOUR SIGNED PERMISSION FOR THE FOLLOWING ACTIVITIES:

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: _____