**Out of School Club**

Open Monday to Friday

Breakfast Club 7.30 -8.45am

After School Club - until 6.00pm

Term time only

**We provide:**

* A safe and well equipped environment
* A fun and happy atmosphere
* Consistent and caring staff
* Quality activities based on the children’s interests
* Easy drop off and collection
* Children being escorted to and from Out of School Club to their classrooms

A happy, fun and enjoyable way to start and end your child’s day.

**Contact Details:** Please ensure all sections are complete, please put N/A if not applicable

**Name of Child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**…………………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………….....

**Date of Birth:** ………/………../…………………

**Primary Carer Telephone Numbers:**

**Home:** …………………………………………………………………………………………….

**Mobile:** …………………………………………………………………………………………..

**Emergency Contacts:**

|  |  |
| --- | --- |
| **Name:** | **Number:** |
|  |  |
|  |  |
|  |  |

**Medical Requirements:** …………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

**Dietary Requirements:** …………………………………………………………………………………………………………………………………………………………………………

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**Doctors Name & Address:**

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

**Telephone Number:** …………………………………………………………………………………………………………………

**Collection Password:** ……………………………………………………………………………………………………………….

In the event that the main parent/carer is unable to collect please contact Out of School Club to let us know and provide the person who is collecting this password to provide to our staff.

**Out of School Club Terms & Conditions**

**Fees\*:**

* Breakfast Club costs £5.50 and includes a healthy breakfast, drinks and activities
* Afterschool Club costs £12.00 first child £10.00 siblings and includes a healthy snack, drinks and activities
* Fees are payable a term in advance.
* No refunds due to illness, absence or holidays. In the event of a cancellation made by us, then a refund will be offered.

\*Fees will be reviewed annually.

**Notice**

* 4 weeks written notice is required should you wish to change sessions or leave Out of School Club. You are required to pay for all sessions within the 4-week period regardless of whether the child attends. Notice must be given in writing to the School Office or the Out Of School Club Manager, this is acceptable via email.

**Collection Policy**

* Children may be collected at any time from 3.15pm and 6.00pm.
* In the event that you the parent/carer are unable to collect please advise the Out of School Club of this as soon as possible, and arrange for one of your emergency contacts to come to collect your child.
* While we appreciate that accidents and delays on the roads and rail do happen, there is a £5 charge\* for every five minutes of late collection and after thirty minutes Children and Young People Services will be informed.

\*This charge is at the discretion of the Out of School Club Manager and Principal.

**Behaviour Agreement**

* Parent/Carer must have read and signed the Behaviour Agreement provided before the child commences any Out Of School Club.

**Out of School Club Agreement**

**Name of Child/Children:** ……………………………………………………………………………………………………………..

**Sessions Required:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

**Date of Commencement required:** ………………………………………………………………………………………………………………

By signing the below you are agreeing to the Out Of School Clubs Terms and Conditions.

**Signed:** ………………………………………………………………………………………………………

**Name:** ……………………………………………………………………………………………………….

**Date:** …………………………………………………………………………………………………………

The Out of School Club Manager can be contacted on TBA

**Behaviour Agreement**

Out of School Club

The Staff and Trustees of School believe that children are entitled to childcare of the highest quality in a safe, secure, loving environment.

Out of School Club will promote the highest levels of citizenship so that the children can have a happy and calm start and end to their day. We believe that this Behaviour Agreement shares your expectations and we look forward to your support in providing quality childcare for your child.

Our Behaviour Agreement is a summary of our full Behaviour Policy which can be found on the School Website.

**Our Out of School Club will:**

* support, value, appreciate and respect each child and their family
* communicate readily with Parents and Carers about our Behaviour Policy and their own child’s behaviour
* provide welcoming and friendly Staff so that Parents can discuss concerns readily
* provide a calm and happy environment where children are given warm and consistent care
* resolve conflicts promptly and fairly
* nurture self-esteem, confidence, tolerance, acceptance and self-discipline
* provide appropriate support and specific arrangement for children with Special Needs

**Children will:**

* follow the behaviour guidelines
* respect other people and their belongings
* be polite, well-mannered, tolerant and considerate
* have a high regard for the school building and its equipment
* resolve conflict and disagreement in a non-aggressive way
* use table manners when eating breakfast and snacks

**Parents and Carers will:**

* use the school drive with care and consideration and keep to the 5 mph speed limit
* drop their child off at the Breakfast & After School Club door no earlier than 7.30 am and collect no later than 6.00pm.
* discuss children’s behaviour and report any concerns
* notify Out of School Club of any changes to contact details
* complete customer satisfaction surveys
* read and discuss with the child the Behaviour Agreement

**Behaviour Agreement – Office Copy**

Please sign both forms. One must be returned to the office prior to your child attending the Out of School Club, the other is for your records.

I/we accept the agreement laid out in this document and that inappropriate behaviour will be dealt with swiftly and firmly.

**It may necessitate:**

* removal from the situation
* a behaviour discussion with the Out of School Club Supervisor
* a behaviour interview with the Assistant Principal or Principal
* a telephone call to the Parent or Guardian, followed, if necessary, by a letter concerning the child’s behaviour.

**Exclusion**

In the very unlikely event of the above not being effective, the Out of School Club may exclude pupils on a fixed or permanent basis.

Child’s Name ………………………………………….

Parent Signature ………………………………………….

Date ………………………………………….

**Behaviour Agreement – Parent/Carer Copy**

I/we accept the agreement laid out in this document and that inappropriate behaviour will be dealt with swiftly and firmly.

**It may necessitate:**

* removal from the situation
* a behaviour discussion with the Out of School Club Supervisor
* a behaviour interview with the Assistant Principal or Principal
* a telephone call to the Parent or Guardian, followed, if necessary, by a letter concerning the child’s behaviour.

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Child’s Name ………………………………………….

Parent Signature ………………………………………….

Date ………………………………………….