



# Stay 'n' Play

## After School Club

"A safe place to relax, play and have fun"

# REGISTRATION PACK



## Introduction

The club provides a safe, secure and happy environment for children to relax, play and have fun. A range of activities for all ages will be available, both in and outdoors (subject to the weather). There will also be an area for children to do their homework, if they wish, and staff will provide support as they are able. The children make choices about which activities they would like to do and how they spend their time with us. The club will be available to children attending Great Leighs Primary School. The children will be cared for by experienced staff and the adult to child ratio will be 1:10.

## Registration

Before a child can be admitted to the after school club we require the enclosed registration form and permission slips to be returned duly completed. Please ensure all sections are completed and details of any dietary requirements are included on the registration form.

## Hours

The club will open Monday to Fridays during term time from 3:10pm to 6:00pm, with the exception of Bank Holidays and non-pupil days.

## Meal

For those children attending a light tea will be provided. The club will follow the schools Healthy Eating Policy. Special diets can be catered for on request.

## Fees

The cost of a session will be £9.00. Sessions can be booked and paid for in advance via ParentMail's payments, a place is not confirmed unless booked and paid for in this way. Please note that if your child is collected late there will normally be a charge of £5.00 per 15 minutes, which will be invoiced separately and must be paid promptly.

If you cancel a place, a minimum of 24 hours notice is required to ensure a refund fee is issued. A charge of 20p per cancelled session will be deducted from the refund total. If you need to cancel because your child is unwell, a total refund will be issued, regardless of notice given. 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 or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made. If the club is closed we will notify all parents as soon as possible by telephone, email, website, text and/or local radio. 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 are named
- Please notify the club in writing if there are any changes to your address, contact numbers, work or doctor 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 into the medication folder before it can be administered. **Please note that the club will not administer Calpol or other similar medication.** 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
- The club follows the school's behaviour policy and will consult with parents should the need arise. If behavioural concerns are not addressed over time, we reserve the right to exclude individuals from the club.
- If for any reason you wish to complain you should in the first instance speak to the club's supervisor or their deputy. If you are still unhappy please seek an appointment with the school's Headteacher, Mrs. Waters.

# Registration Form

## (Confidential)

*Please complete a separate form for each child attending*

Child's name:		Class:
Home address:		Child's date of birth:
		Religion:
		Ethnicity:
Mother's name (parent/guardian/carer)		Home telephone number:
Home address:		Mobile telephone number:
		Email address:
Place of work:		Work telephone number:
Father's name (parent/guardian/carer)		Home telephone number:
Home address:		Mobile telephone number:
		Email address:
Place of work:		Work telephone number:
Any special needs that staff should be aware of:		
Dietary needs or food allergies:		
Medical conditions, phobias or allergies. (Please give details of any medications):		
Doctor's name, address and telephone number:		
Brief details about the thing 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)***  
*please give up to three names, addresses, telephone numbers and relationship to child*

Name: Address: Relationship:	Telephone number (s):
Name: Address: Relationship:	Telephone number (s):
Name: Address: Relationship:	Telephone number (s):

<b>Name(s) of person(s) authorised to collect your child:</b>	<b>Relationship to your child:</b>

<b>If you wish, please provide a password which we can use to verify your identity:</b>	
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**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 a 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 your 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 your permission each time, 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: \_\_\_\_\_

**If you wish to make a regular booking, please tick the days you require a place for your child:**

Monday     Tuesday     Wednesday     Thursday     Friday

**One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period.**

**Alternatively, please advise the dates your child will require a place in the current month and following month. We will endeavour to accommodate your request, however, it may not always be feasible:**

**Please note: Payment of fees will be in advance and the first month's fee must be paid when registering your child for a place.**