



BREAKFAST AND AFTERSCHOOL CLUB

WELCOME PACK

Please read this welcome pack very carefully.

This pack contains all the information you may need before sending your child to our before and after school club.

Please complete and return the:

Admissions form

Photograph Consent form

Terms and Conditions

Booking Form

Consent Form - Addendum

To the school office

Thank you.

NPA Breakfast and Afterschool Club Admission form

(Please complete this form in BLOCK CAPITALS)

Details of Child:

Surname Forename.....

Known as

Date of Birth

Home Address

.....

Postcode

Details of Parent / Carer:

First contact

Surname Forename

Relationship to child

Home address (if different to child)

.....

Home telephone number

Mobile number

Contact number (at work)

Email

Second contact

Surname Forename

Relationship to child

Home address (if different to child)

.....

Home telephone number

Mobile number

Contact number (at work)

Email

Emergency contact list:

Please list in order of preference who you would like us to ring in case of an emergency

(eg: Mum, Dad, Grandparent, neighbour)

1. Name
Telephone Number
Relationship to child

2. Name
Telephone Number
Relationship to child

3. Name
Telephone Number
Relationship to child

People who are able to collect your child:

Name
Relationship

Name
Relationship

Name
Relationship

Please note that we will not release your child to anyone who is not on the list unless arrangements have been made with us. If the person on the list is not familiar to us we will ask for photo ID on their first collection.

In order to make safeguarding as tight as possible we also request that you choose a password. This password can be given to the people who collect your child. We may ask for the password when they collect, if they are not familiar to us.

My chosen password is

Medical information:

Name of Doctor's surgery

Telephone number

Medical concerns/issues

.....

Details of any allergies /dietary requirements

.....

In the case of a medical emergency or critical incident where we have been unable to contact you (parent), do you give authority to the school to give their consent for any medical, dental or surgical treatment, including anaesthetic or blood transfusion that is considered necessary by the medical authorities present?

Yes / No

If no, who do you nominate

Contact phone number

Signed(parent/carer)

Date

<p>NPA Breakfast and Afterschool Club Use of Photographs / media</p>
--

The club may produce printed publications and add them to the school website which may include examples of children's work and/or photographs of children. Including images of children in club publications and on the school website can be highly motivating for children and provides a good opportunity to promote the club. However, we have a duty of care towards the children, which means that children's photographs will not be accompanied by names.

We ask that parent's consent to the club publishing their children's work and to the taking and using of photographs/videos of their children subject to strict confidentiality of personal information. Your preferences can be changed at any time by contacting the club manager.

My child _____

- May have their picture taken for use on the school website
- May have their picture taken for publication in local press
- May be filmed for website use
- May have their picture taken for use in prospectus or other printed publications
- May have their picture taken for use in displays (in school)

Please delete as appropriate

Signedparent/carer

Date.....

TERMS AND CONDITIONS

1) GENERAL INFORMATION

- a) Prior to your child attending Breakfast and Afterschool Club you will be asked to complete a child's admission form. In order for us to best meet their needs, you must disclose any relevant medical conditions affecting your child, including any dietary requirements, allergies and sensitivities and also any additional needs that your child may have.
- b) If at any time during the course of this agreement there is any change to your contact details you need to notify us immediately. This applies to all additional contacts that you have registered with us.
- c) These terms will become binding once your booked session has been confirmed. By applying for a place in any session you are agreeing to our terms and conditions.
- d) School policies (eg: health and safety and safeguarding/child protection) will apply to the before and after school club also. These policies are available on the school website and from the school office.
- e) Anyone collecting your child must be named on the admissions form. If anyone other than those named on the form arrive to collect your child we will not release them until we have confirmed this with you.
- f) Whilst every reasonable care is taken we cannot be held responsible for any loss or damage to your child's property.
- g) Terms and conditions may be changed by the school in order to improve our service. You will be given a minimum of one month's notice of any changes. You may end your agreement with us by giving one month's written notice.

2) PAYMENT TERMS

- a) All bookings must be paid for. If you do not use a confirmed session, because for example your child is sick or on holiday, the session will still be paid for and no refunds will be available. This applies to regular and ad-hoc bookings.
- b) If you fail to pay for a booked session we reserve the right to end this agreement immediately and cease providing childcare services.
- c) Invoices are sent out in the first week of the month. This must be paid within one week of receiving the invoice. If it is not paid by this time a reminder will be sent out via text and letter you will then have 5 working days in which to settle the full amount of the invoice. If payment is still not received you will be sent a final reminder, including a £10 administration charge. You will be given a further 5 days to pay the invoice in full, including the administration charge. If, after this, payment is still not received we will cease providing childcare immediately and you will still be liable to pay the outstanding amount.
- d) If you have regular weekly bookings, any ad-hoc sessions can be paid online at Schoolmoney or at the school office using a debit/credit card. If no payment is received then ad-hoc sessions will be added to the next month's invoice.

- e) If you do not have a regular booking contract, any ad-hoc sessions must be paid for at the time of booking online at Schoolmoney or at the school office using a debit/credit card.
- f) It is not possible to swap any booked sessions (regular, termly or ad-hoc).
- g) Payments are to be made at Schoolmoney or at the school office using a debit/credit card. We do not accept cash/cheque payments.

3) BOOKING TERMS

- a) If your child will not be attending a booked session for any reason you must let us know as soon as possible.
- b) All adhoc bookings must be made by 3pm the day before the session required. Where the Breakfast and Afterschool Club receive no such notice, staff reserve the right to refuse access to the club for your child.
- c) If a payment is overdue or outstanding, you will be unable to book any further sessions until payment has been made in full.
- d) Payment must be made for bookings upon completion of the booking form. Please use the booking form and indicate which days and sessions your child requires.
- e) Bookings can be made at the school office, by email, direct by phone.

4) CANCELLATION OF BOOKINGS

- a) If we are unable to provide a session which you have booked due to school closure a full refund will be made. However, we will not be liable for any other costs incurred.
- b) If you wish to end your contract with us you need to give 1 months' notice in writing. If you do not give us the required notice you will be required to pay in full for each session for which notice has been given.

5) LATE COLLECTION

- a) Afterschool Club has two pickup times Monday – Friday, 4.30pm and 5.30pm (this may change subject to demand).
- b) Any parent arriving after the booked time will be charged a late collection fee. Please see fees and charges.
- c) Late collection fees apply to **ALL** sessions.
- d) On the third instance of late collection we will have a discussion with you and we reserve the right to end this agreement immediately and cease providing childcare services.

6) COMPLAINTS

Should any parent/carer wish to discuss an issue around the club they should speak in the first instance to the Club Manager. If this doesn't resolve the issue then the school's complaints policy needs to be followed. This is available on the website and also from the school office.

7) RULES AND PROCEDURES

- a) Parents/carers must sign their child out of the club at the end of the session, filling in both the time and their signature.
- b) All children are expected to behave with safety and consideration of others in mind at all times. Any inappropriate behaviour will be discussed with parents and logged.
- c) Any continued disruptive behaviour may jeopardise your child's place at the club.
- d) The club operates under the school rules of Nantwich Primary Academy; these are explained in the school's behaviour policy which is available on the website and from the school office.

8) CONTACTING US

You can contact the school office on 01270 902055 (in school hours) or the club manager directly on **07379 618393** (out of school hours) or by email at nantwichoffice@sbmat.org.

NPA B & A Club Information

Access – Breakfast club starts at 7.30am and breakfast will stop being served at 8.10am. Please use the side entrance opposite the staff car park. Please use the one-way system around the car park and ring the door bell or call 07379 618393.

When coming to Afterschool Club children in EYFS, Key Stage 1 and Years 3 and 4 are collected by club staff from their classrooms. Children in Year 5 and 6 will make their own way to the club in the main school hall.

When collecting your child please use the side entrance and ring the door bell or call 07379 618393. For safeguarding reasons it is essential that your child is signed out before you take them home.

After School clubs – If a child attends an after school activity they will be taken to the after school club by a member of staff once this activity has finished.

Evening snacks – If your child attends club up to 4.30pm juice and a biscuit will be offered. If your child attends up to 5.30pm, a light snack will be served between 4.30pm and 4.40pm. This is not intended to be an evening meal but will be plenty to satisfy your child until they go home.

Your child's personal belongings – We do remind all children to make sure they have all of their belongings with them when they come to the afterschool club. If your child realises that they have left something in their classroom or cloakroom please speak to a member of the club staff. We are not able to let pupils and parents go back to classrooms after club sessions.

Attendance and collection – **If your child will not be attending the afterschool club for any reason it is essential that you let us know.** If your child is going to be collected by someone who does not normally collect and is not recorded on your admission form you must contact

the club manager or the school office. If the person is unfamiliar to us we will ask for proof of ID and your personal password before releasing your child. If your child is sick whilst attending the club we will contact you to collect them. Please ensure that all contact details are kept up to date.

Activities – During breakfast club we provide breakfast and aim to provide a calm and relaxed atmosphere for children to chat and play before beginning their school day. In after school club we offer a range of activities such as sports, arts and crafts, board games, puzzles, toys, role play activities, space for relaxed reading, and sometimes computer games / films. Children will have access to outdoor activities every day (weather depending) and if we have any special events planned you will be given as much notice as possible.

Fees and Charges for Booked Sessions

- Breakfast Club (7.30am to 8.30am) term time only - £5.50 per session per child
- Afterschool Club (3.15pm to 4.30pm) term time only - £6.00 per session per child
- Afterschool Club (3.15pm to 5.30pm) term time only - £8.50 per session per child

Fees and Charges for Non Booked Sessions

- Breakfast Club (7.30am to 8.30am) term time only - £7.50 per session per child
- Afterschool Club (3.15pm to 4.30pm) term time only - £8.00 per session per child
- Afterschool Club (3.15pm to 5.30pm) term time only - £10.50 per session per child

Where two or more children (siblings) attend the club a discount of 10% will be applied to overall cost. **No sibling discount is given on Non Booked Sessions.**

- Late Charges - If a pupil is collected late from a session the charge will be £10 for the first 15 minutes and an additional charge of £10 for every 10 minutes after that time.

Payment

Payment can be made by:

Schoolmoney or at the school office with a debit/credit card.

We do not accept cash / cheque payments.

Ways you can contact us –

School office: 01270 902055

Email: nantwichoffice@sbsmat.org

Mobile phone: 07379 618393 (during club times only)

Breakfast and Afterschool Club Team

Mrs M Hassall – Club Manager

Mrs R Chadwick - Administrator

Miss T Garnett – Playworker

Mrs S Seddon – Playworker

NPA B & A Club Admission form REGULAR BOOKING FORM

Child’s name

Year group

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM 7.30-8.30					
PM 3.15-4.30					
3.15-5.30					

Please tick the box to indicate which sessions you would like to book.

Starting date

Please be aware that when completing and returning this form you are agreeing to the terms and conditions as set out in the welcome pack.

If you would like to cancel your regular bookings we will require 1 months’ notice in writing

If you cancel a session that you have booked you will still be charged

Sessions cannot be swapped

I have read and understand the terms and conditions stated in the welcome pack.

Signature

Print name

Date

Please return to the school office.