

Executive Headteacher: Mrs J Olivier
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Stagshaw Close
Postley Road
Maidstone
Kent ME15 6TL

After Care Club Number: 07561322204 (available during After Care hours only)



South Borough Primary School's Wraparound Care

Dear Parents,

Please fill in the attached form to ensure that the details that we hold for your child are up to date. Please note that this is not a booking form.

In the event that we look after your child for an occasional booking, we will need to have all the relevant information about your child. It is important that this information is up to date in the event of an emergency.

Please note that Breakfast Club costs £2 per session and After Care Club costs £8.50 per session (as of September 2017) and is only payable via Parent Pay. These prices include food. We have also updated our Terms and Conditions, which we invite you to read and sign. For more information about the After Care Club, please contact Miss Ballard or the office.

Yours Sincerely,

Miss Ballard

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Trust Principal: Mr J Whitcombe MA
Director of Primary: Mr M Wilson
Swale Academies Trust Registered Office: Ashdown House Johnson Road Sittingbourne Kent ME10 1JS
Registered in England No: 7344732



South Borough After School Club Registration Form

Information recorded here is kept confidential

Child's personal details:

Full name of child:

Date of Birth: (day/month/year) Year group:

Gender: Male Female

Parents'/carers' details:

Full names:	Name of Parent/Carer 1:	Name of Parent/Carer 2:
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

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Details of persons authorised to collect child or who can be contacted in an emergency:

Full name:	Name of contact 1	Name of contact 2	Name of contact 3
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.

A password is also required in these instances. Please write the password used for your child:

.....

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Child's medical information/individual needs:

Name of doctor:.....

Name of health visitor:.....

Doctor's surgery and address:.....

.....

Postcode:.....

Doctor's telephone number:.....

Known medical conditions, allergies, special dietary and health needs:

Yes

No

If yes, please give details:.....

.....

Details of any medication being used:

.....

.....

Has your child received a tetanus injection in the last five years ?

Yes

No

I undertake to inform the Manager of After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed; Parent/carer:**Date:**

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Arrangements in the case of sickness and/or any emergency: South Borough Primary School After School Club does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity. Staff at South Borough Primary School After School Club have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to South Borough Primary School After School Club taking such action in your absence:

I (*print name*) give my consent to South Borough Primary School After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer:

Date:

I (*print name*) give my consent to South Borough Primary School After School Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer:

Date:.....

Permission for use of Sun cream

During the hot weather, please send in your child's sun lotion clearly labelled with your child's name as well as a completed consent form

Also please sign your consent below for staff to apply further sun cream during very hot weather.

Parental Consent

Name of child :

I give my consent for a member of South Borough Primary School After School Club staff to apply and/or re-apply sun cream to the named above child.

Signed: Parent/carer:

Date:

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Photographs and videos:

The issue of child safety is taken very seriously at South Borough Primary School. This includes the use of images of pupils. These may be used for display/training purposes within the club.

Including images of children in South Borough Primary School After School Club publications and on the South Borough Primary School website can be motivating for the children involved. However, South Borough Primary School After School Club has a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to South Borough Primary School After School Club taking and using photographs and images of their children.

We will never include the full name of the pupil alongside an image.

Permission for Photographs and Digital Images

I consent to photographs and digital images of the child named below, appearing in South Borough Primary School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

We/I give permission for my child to be photographed/videoed.

We/I give permission for my child's photograph/video to be placed on South Borough Primary School's website.

On receipt of specific information , and a separate consent for each promotional activity, we/I give permission for my child's photograph/video to be considered for external promotional activities at South Borough Primary School After School Club.

Name of child:

Name of parent /carer:

Signed: Parent/carers:**Date:**

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South Borough After School Club Terms and Conditions

The charges for extended day care are published on an annual basis. The price is £8.50 per session which includes a light tea. The cost is reviewed bi-annually. Payment for extended day care is payable online via www.parentpay.com and is required to be paid in full at the latest of the end of the week following the child's last attendance to South Borough After School Club.

Childcare vouchers

The school does not currently accept childcare vouchers for the payment of extended day care, however there are future plans to do so.

Method of payment

Please note that all payments must be made online via www.parentpay.com

Illness/medical appointment/school closure

If your child does not attend After School Club and you have pre-paid for the session, the balance will be brought forward and not debited from your account.

Late collection charges from extended day care

If a child is not collected from school by 3.30pm, they will join after school club and the resulting charges will be applied. If a child is collected late from extended day care a charge of £3 per 5 minutes is applied. All late charges are processed at the end of each week. Parents must clear this charge by the end of the term in which the charge was incurred or their child's place will be withdrawn until payment is made in full.

Cancellation of booking

Parents are required to give a term's notice to cancel extended day care for budgeting purposes.

Payment deadlines

All sessions that your child has attended After School Club in each term must be paid for in full by the end of that term.

If payment has not been made

If the school has not received your payment, a text message will be sent home. Parents will be asked to confirm receipt of this message and make a payment immediately (within 2 days). If parent/carers are unable to clear the debt, the school will work closely with parent/carers in working out a form of payment plan to help resolve the situation (see Letter 2). If the payment plan is not adhered to or a parent refuses to agree to a payment plan, the school will not be able to provide further care from the following Monday. Once the debt has been cleared your child is welcome to resume care with payment in full in accordance with the After School Club Policy.

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Terms and Conditions

I understand that priority booking is given to working parents or those studying (where we have written evidence from employers confirming working hours), exceptional circumstances and then the date which the form is returned.

I agree to pay the full cost per booking if my child attends, regardless of the pick up time.

I agree to pay £3 per 5 minutes if I am late to collect at the end of the booked session. I agree that this time is determined by the staff, using the radio controlled clock in the After School Club Area.

I understand that I am responsible for my child when I have signed him/her out at the end of the day.

I agree to pay in full before the end of each term and understand that failure to do so may lead to the provision being withdrawn.

I understand that the parent who makes the booking is liable for the charge.

I agree to pay any late charges by the deadline specified by the After School Club staff (failure to do so may lead to the provision being withdrawn)

I will ensure that any changes to the person collecting my child will be put in writing and the adult collecting will know the password.

I understand that After School Club staff cannot deal with general queries/complaints about the school or accept any payments and will direct these to the school office or Miss Ballard.

I understand that the After School Club mobile phone is only to be used in case of emergency or to notify of late collection (late charges will still apply).

I understand that if I wish to make a late booking, this must be paid for at the time of booking and a form must be completed. I understand that any adhoc bookings are subject to availability.

I understand that if I do not abide by the terms and conditions outlined above, the school will be unable to provide extended day care for my child.

I understand that by returning the booking form, I agree to adhere to the terms and conditions set out above.

In the event of a compliment, concern or complaint

South Borough Primary School After School Club welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Miss Ballard and/or read the complaints policy and procedure.

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