

St. Anne Line Catholic Junior School



AFTER SCHOOL CLUB – THE HIVE

REGISTRATION FORM

Child's Name:..... Date of Birth:.....

Address:.....

.....Post Code

Email Address:.....

CONTACT NUMBERS:

Home :

Mother:

Father:

Other:

Allergies (INCLUDING FOOD):

.....

Medical Conditions:

.....

PARENT'S NAMES:

Mother:

Father:

NAMES OF ALL ADULTS WHO HAVE PERMISSION TO COLLECT YOUR CHILD FROM THE AFTER SCHOOL CLUB:

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St. Anne Line Catholic Junior School



AFTER SCHOOL CLUB – THE HIVE

Time: 3:00pm until 5:20pm

Cost: £11.00 per child per day, or if booked combined with Breakfast club (8 – 8:30pm) the cost is £12.

There will be staffing to cover 16 places only, therefore this is open to Junior School children, on a first come first served basis. PLACES MUST BE BOOKED AND PAID FOR 24hrs IN ADVANCE ON ARBOR. Parents may book places for up to half a term. Payment must be received with the booking form. The school is also registering to accept Childcare Vouchers.

TERMS AND CONDITIONS

CHILD'S NAME:..... **CLASS:**.....

- The following are the terms and conditions for your child attending St. Anne Line Catholic Junior School 'THE HIVE' After School Club.
- All parents who wish their child to attend 'THE HIVE' After School Club will be required to complete a registration form and make a payment prior to admission to the club.
- St. Anne Line Catholic Junior School 'THE HIVE' After School Club operates between 3:00pm until 5:20pm (at the latest) each day during term time only.

Fees Payable

Fees are payable for all sessions in advance either at the:

- Beginning of each Half Term.
- 24hrs in advance.

Payment IS TO BE COMPLETED THROUGH ARBOR, which will be set up by the school office after a completed contract has been received (available from the School Office).

Fees will be payable in full and are **NON-REUNDABLE** for all sessions booked where:

- You choose to take an unauthorised holiday during term time.
- You choose to take an authorised exceptionally circumstance leave during term time.
- Your child is ill and absent from school.
- You have booked a place and your child does not attend, but has attended school during that same day.

Please telephone the school to inform us that your child will be absent from the school After School session.

If you would like your child to attend any of the extra-curricular clubs after school, running up to 4:15pm at the latest, payment will still need to be made for that session if you require your child to attend the After School Club afterwards.

Lateness

All sessions will end promptly and parent/carers are required to be at the pickup point of the school **AT LEAST FIVE** minutes **BEFORE** the end of the session to ensure children are collected promptly. If parents/carers are late in collecting children they will be charged staff overtime costs (£10 for the first 15 minutes, and £20 thereafter). This will be payable before the end of the working week in which the costs are incurred. There will be a restriction on any further booking if these charges are not met.

Non-Payment of Fees

If you are experiencing any financial difficulties, please speak to a member of the school Office Staff. Non-payment of fees for more than two weeks will result in your child's place being suspended until all fees are paid up to date.

Health and Safety

To ensure the safety of all children who attend the After School Club, we require a named person/s that will be collecting your child from the club on a regular basis. This information will be required on the Registration Form. Please note that we will not hand over any child without prior permission and may contact you to clarify this person.

It is important that we are fully informed and aware of any changes in your child's health and need to know details of any medical conditions or allergies your child suffers from. Should your child become unwell or incur any injury in our care we will contact the parent/carer.

In order to meet and maintain food hygiene legislation, we request that children do not consume any food brought in from home whilst attending St. Anne Line Catholic Junior School 'THE HIVE' After School Club.

Sample Weekly Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Beans or Spaghetti Hoops on toast	Soup and bread and butter	Tomato pasta or Macaroni Cheese	Toastie (Ham or Cheese)	Nachos
Piece of fruit or Yoghurt	Piece of fruit or Yoghurt	Piece of fruit or Yoghurt	Piece of fruit or Yoghurt	Piece of fruit or Yoghurt
Juice or water	Juice or water	Juice or water	Juice or water	Juice or water

Personal Property

Whilst every care will be taken, the school cannot be held responsible for any loss or damage to a child's property. We request that children's own toys are not brought into the club. All items of clothing must be clearly named.

School Closure

Where there is a planned closure during Term time (Staff training organised by the school), and on the last day of the academic year in July, the 'THE HIVE' After School Club will be closed. Fees will not be payable for this day.

Where there is an unexpected school closure, due to inclement weather, power failure, or industrial action, the 'THE HIVE' After School Club will be closed. Fees will not be payable for this day. Any fees already paid will be returned or credited back to the parent.

Behaviour Management

Everybody is encouraged to treat each other with care and respect and behave in a manner that is acceptable. It is our policy that all staff treat children with respect and that behaviour is managed within a positive framework, using the school's Behaviour Management system.

- Continuous unacceptable behaviour will be challenged by staff and recorded in an incident book. Parents will be asked to sign this entry.
- If there is no improvement in behaviour, parents will be invited to discuss the matter further with the Club manager and agree an action plan.
- Where a child is continually disruptive, the parent will be asked to keep the child away for an agreed period of time.
- When children and/or their parent display behaviour likely to cause offence, St. Anne Line Catholic Junior School reserves the right to refuse or withdraw the place within the Club immediately.

Cancellation of place

If your allocated place is no longer required we require **one week's notice**. This notice is required in writing and given to the school office. Fees are payable to the end of the period of notice and parents will not be entitled to any refund on monies paid for this period.

Complaints procedure

If you or your child is unhappy with the service or the staff, please discuss your concerns with the Club Manager on site, or a member of the school's Senior Leadership Team. Your concern will be treated with respect and confidentially.

St. Anne Line Catholic Junior School reserve the right to amend these terms and conditions at any time. Parents will be informed of any changes and required to sign a new agreement.

St. Anne Line Catholic Junior School – 'THE HIVE' After School Club

I have read, understood, and agree to the terms and conditions of St. Anne Line Catholic Junior School 'THE HIVE' After School Club.

Signed parent/carer:

Date: