**After School Club**

**Registration form and Terms and Conditions**

[**afterschoolclub@elmwood-inf.croydon.sch.uk**](mailto:afterschoolclub@elmwood-inf.croydon.sch.uk)

After School Club runs from 3:10pm – 5:45pm, Monday – Friday, term time only. **The cost is £8.50 per child/per day.** To book a place please complete and return the registration form to the school office and pay via ParentPay no later than 9am on the day required. There is an extra charge of £3.50 for emergency bookings paid and booked after 9am.

Child’s name: ……………………………………………… Class: ……………………………

Child’s name: ……………………………………………… Class: ……………………………

Child’s name: ……………………………………………… Class: ……………………………

***Please tick the day (s) of the week you require***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week commencing:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 03 September 2018 | CLOSED |  |  |  |  |
| 10 September 2018 |  |  |  |  |  |
| 17 September 2018 |  |  |  |  |  |
| 24 September 2018 |  |  |  |  |  |
| 01 October 2018 |  |  |  |  |  |
| 08 October 2018 |  |  |  |  |  |
| 15 October 2018 |  |  |  |  |  |
| 29 October 2018 | CLOSED |  |  |  |  |
| 05 November 2018 |  |  |  |  |  |
| 12 November 2018 |  |  |  |  |  |
| 19 November 2018 |  |  |  |  |  |
| 26 November 2018 |  |  |  |  |  |
| 03 December 2018 |  |  |  |  |  |
| 10 December 2018 |  |  |  |  |  |
| 17 December 2018 |  |  |  |  |  |
| 07 January 2019 |  |  |  |  |  |
| 14 January 2019 |  |  |  |  |  |
| 21 January 2019 |  |  |  |  |  |
| 28 January 2019 |  |  |  |  |  |
| 04 February 2019 |  |  |  |  |  |
| 11 February 2019 |  |  |  |  |  |
| 25 February 2019 |  |  |  |  |  |
| 04 March 2019 |  |  |  |  |  |
| 11 March 2019 |  |  |  |  |  |
| 18 March 2019 |  |  |  |  |  |
| 25 March 2019 |  |  |  |  |  |
| 01 April 2019 |  |  |  |  |  |
| 22 April 2019 | CLOSED |  |  |  |  |
| 29 April 2019 |  |  |  |  |  |
| 06 May 2019 | CLOSED |  |  |  |  |
| 13 May 2019 |  |  |  |  |  |
| 20 May 2019 |  |  |  |  |  |
| 03 June 2019 | CLOSED |  |  |  |  |
| 10 June 2019 |  |  |  |  |  |
| 17 June 2019 |  |  |  |  |  |
| 24 June 2019 |  |  |  |  |  |
| 01 July 2019 |  |  |  |  |  |
| 08 July 2019 |  |  |  |  |  |
| 15 July 2019 |  |  |  |  |  |

**Contact details:**

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

Postcode: …………………………… Email: …………………………………………………

Home number: ………………………………. Mobile number: ……………….………………

**Please provide us with details of adults who have permission to collect your child from After School Club. Any adult not on this list will be unable to collect your child:**

Name …………………………………………………. Telephone no …………………………

Name …………………………………………………. Telephone no …………………………

Name …………………………………………………. Telephone no …………………………

Name …………………………………………………. Telephone no …………………………

Name …………………………………………………. Telephone no …………………………

Name …………………………………………………. Telephone no …………………………

Any medical conditions/ dietary requirements the staff should be made aware of?

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

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

Any SEN or any other issues/factors the staff should be made aware of?

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

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

1. I agree to adhere to the club’s terms and conditions and to pay fees in advance via ParentPay. **Your child will be unable to use this service if you have not paid in advance**. If you have paid in lump sums and your child is unable to use the After School Club due to an illness, please give us 48 hours’ notice and we will refund the funds back into your ParentPay account.
2. The Head Teacher reserves the right to withdraw access to After School Club if the terms and conditions are breached.
3. For emergency situations where you need to book and pay after 9am on the day, please call the Office on 0208-689-7681 and book a place for your child, subject to availability. You will need to pay £12.00 before your child’s place can be confirmed. This will need to be paid via ParentPay; the Office will be able to provide you with your log-in details if you do not have them to hand (unless you have changed it).

Parent name: ……………………………………………. Date: …………………………

Signed: …………………………………………………

**Information**

**After School Club:** Elmwood Infant School

Lodge Road

Croydon

CR0 2PL

**Telephone number:** 07759606773

**Email address:** afterschoolclub@elmwood-inf.croydon.sch.uk

**Manager:** Mrs Deepa Nair and Miss Peggy Reapy

**After School club assistant:** Miss Denise Job

The After School Club is managed and run by Elmwood Infant School as part of our wider services to the community. It provides a welcoming, safe, secure environment for pupils after the end of the school day.

The After School Club operates under the same set of policies and procedures as the school; copies of which are available upon request or can be found on our school website.

After School Club is open to Elmwood Infant and Junior School pupils (excluding Nursery children) from 3:10pm to 5:45pm. Children from the Juniors will be collected by a member of the After School Club Team from their classes in the playground.

To collect your child from After School Club, please go straight to the school office and call **07759606773**. A member of the After School Club team will bring your child to you.

**After School Club Menu includes:**

* Beans on toast
* Scrambled eggs on toast
* Sandwiches
* Wraps
* Crackers and cheese or hummus
* Crumpets
* Fresh fruit/vegetables
* Fruit salad
* Drinks: water, milk and diluting juice

**EMERGENCY CONTACT NUMBER: 07759606773 - (3:10pm – 5:45pm)**

**Terms and Conditions**

1. Only children over the age of 4 years, in full time education at Elmwood Infant and Junior School, who are already registered and whose parents have completed the necessary forms may attend After School Club. Children are accepted either on a casual or permanent basis.
2. Payments must be made in advance via ParentPay. We request that you pay lump sums on to your ParentPay account to avoid debt and book the days you need.
3. In the event that a parent builds up payment arrears of more than one day’s fee a letter will be sent to the parent informing them of this breach in the club’s Terms and Conditions. The parent will be given 2 weeks (from the date of the letter) to settle the debt during which time their child’s place will be suspended. Places can be suspended for a maximum of 2 weeks, after which they will be terminated.
4. Visits to the After School Club before the child’s first session are encouraged so that the child(ren) get a chance to familiarise themselves with the setting.
5. We comply with local and London Safeguarding Board child protection procedures and ensure that all staff are vetted appropriately and trained. The After School Club follows our safeguarding and child protection policies.
6. Our After School Club is committed to equal opportunities and we welcome children with special needs. Each case will be assessed individually and risk assessed to ensure everyone’s safety. We will work in the school and with relevant professionals to meet children’s needs wherever possible.

The school reserves the right to withdraw a child’s place at After School Club in cases where their attendance has a detrimental impact on the smooth running of the club or on other children.

1. The staff team at After School Club aim to create a welcoming, caring environment where relationships are based on mutual respect and to develop a positive self-esteem in each child. We are committed to maintaining high expectations of good behaviour. This is an essential contribution to the enjoyment of the children while attending the After School Club.
2. Every precaution is taken to ensure the safety of the children at all times. Staff are trained in First Aid and a fully equipped first aid kit is kept on the premises. We operate an accident recording procedure and fire drills are carried out regularly in line with the school policy.
3. Our After School Club values your opinions and is committed to providing a high quality service to everyone we deal with. In order to do this we rely on your feedback. This enables us to address any area of need or concern quickly and efficiently.
4. We are a healthy eating school and we are also a no-nut school. Please do not allow your child/ren to bring in any foods and nuts to school.
5. Should you feel the need to make a complaint, please follow our procedures below:

* Verbal complaints should be taken to Deepa Nair or Peggy Reapy, After School Club Managers for discussion and action.
* Written complaints should be sent to [afterschoolclub@elmwood-inf.croydon.sch.uk](mailto:afterschoolclub@elmwood-inf.croydon.sch.uk)

**We value our relationships with parents/carers and are committed to working in partnership with you to provide top quality care and play for your children.**