**After School Club**

**Registration form and Terms and Conditions for Elmwood Infant**

**School Pupils**

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

After School Club runs from 3:10pm – 5:30pm, Monday – Friday, term time only.

**The cost is £7.50 per child per day.**

To book a place please complete and return the registration form to the school office in advance and pay via ParentPay. For emergency situations where you need your child to attend after school club, please call the Office on 0208-689-7681 before 1pm and book your child in. You will need to pay £7.50 before your child can be accepted. 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).

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week commencing:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 04 September 2017 | XXXXX | XXXXX |  |  |  |
| 11 September 2017 |  |  |  |  |  |
| 18 September 2017 |  |  |  |  |  |
| 25 September 2017 |  |  |  |  |  |
| 02 October 2017 |  |  |  |  |  |
| 09 October 2017 |  |  |  |  |  |
| 16 October 2017 |  |  |  |  |  |
| 30 October 2017 | XXXXX |  |  |  |  |
| 06 November 2017 |  |  |  |  |  |
| 13 November 2017 |  |  |  |  |  |
| 20 November 2017 |  |  |  |  |  |
| 27 November 2017 |  |  |  |  |  |
| 04 December 2017 |  |  |  |  |  |
| 11 December 2017 |  |  |  |  |  |
| 18 December 2017 |  |  |  | XXXXX | XXXXX |

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

**Contact details:**

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

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

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

**Childminder details (if applicable):**

Name of childminder: …………………………………….. Contact number: …………………

Email: …………………………………………………………………………………………...

**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 unless you have called the office in advance and have confirmed their name and telephone number:**

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?

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

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

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.

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

Signed: …………………………………………………

**Information**

**Breakfast 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

**Breakfast club assistants:** Mrs Shaista Samadi and 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 before the beginning 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 School pupils (Reception, year 1 and year 2) and to siblings who attend Elmwood Junior School (subject to the attendance of the Infant pupil) from 3:10pm to 5:30pm. Entrance to the hall is via the school office.

Junior children will be escorted to the Junior School by 8:50am.

**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 – 5:30pm)**

**Terms and Conditions**

1. Only children over the age of 4 years, in full time education at Elmwood Infant 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. Where the child has a sibling in the Junior School, he or she will also be able to attend subject to the terms and conditions.
2. Payments must be made in advance via ParentPay. We request that you pay lump sums on to your ParentPay account to avoid debt.
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.

Junior children are only able to attend when their Infant sibling is also in attendance (except for illness and other exceptional circumstances agreed by the After School Club Managers).

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. 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.**