

**Registration form for Breakfast and After school club**

Please complete and return the following forms to school office

**Bookings cannot be made until your form has been completed and returned.**

**CHILD’S INFORMATION:**

Child’s name:

Class:

Main language spoken at home by your child:

**PARENT/CARER INFORMATION:**

Name:

Address:

1st contact number:

2nd contact number:

Email address:

**CHILD COLLECTION:**

|  |  |
| --- | --- |
| **1ST COLLECTION CONTACT** | **2ND COLLECTION CONTACT** |
| Name: | Name: |
| Contact No: | Contact No: |
| Relationship to child: | Relationship to child: |

If someone other than the named persons above will be collecting your child, you **MUST NOTIFY** the school office before collection. If this is outside school office hours, please call After School Club directly on **07759606773.**

**Please note a late collection fee will be charged on Parent Pay if you are late collecting your child. (See terms and conditions)**

**MEDICAL/DIETARY INFORMATION:**

|  |  |  |
| --- | --- | --- |
| Does your child need to take medication whilst attending the clubs?  **YES/NO** | Does your child have any SEND needs the staff should be aware of?  **YES/NO** | Are there any specific dietary needs for medical or religious purposes?  **YES/NO** |
| If yes, please state what medical condition they have and what medication they require. | If yes, please provide details. | If yes, pleases list the foods or drinks below: |

**Requirements:**

**Breakfast club**: runs from 7.45am – 8.45am, Monday – Friday, term time only. **You must bring your child to breakfast club no later than 8:15am. The cost is £5.50 per child/per day. All spaces must be booked and paid for via Parent Pay by 6pm the previous evening.** **Please note availability is limited to 25 spaces.**

**After School Club:** runs from 3.10pm – 6.00pm, Monday – Friday, term time only. **The cost is £12.00 per child/per day.** **All spaces must be booked and paid for via Parent Pay no later than 6pm the previous evening**. **Please note availability is limited to 25 Spaces.**

**Any EMERGENCY or SAME DAY bookings must booked by calling the school office on: 020 8689 7681**

**Please tick which club/s:**

**Breakfast Club □**

**After School Club** □

I declare the information for the child named above to be correct. If any information changes, I will inform the club staff or office immediately. I agree to adhere to the club’s terms and conditions. The Head Teacher reserves the right to withdraw access to Breakfast Club/Afterschool Club if the terms and conditions are breached.

Parent/Carer name: ……………………………………Date: ………………………

Signed: ……………………………………………………………………………….

**Breakfast Club and After School Club Terms & Conditions**

Only children over the age of 4 years, in full time education at Elmwood Infant school (or the Junior School with a sibling attending Elmwood Infant,) whose parent/carer have completed the necessary forms may attend Breakfast/After School Club.

**Payments/Bookings**:

Payments can be made via Parent pay. We do ask you to credit your account with a lump sum to avoid debts.

Once you credit your Parent pay account you can then book your child’s place.

Childcare vouchers are accepted please enquire at: **wraparoundcare@elmwood-inf.croydon.sch.uk**

You must book in advance to secure you child’s place as the clubs get fully booked daily.

**Outstanding payments**:

Elmwood Infant staff reserve the right to refuse entry to any child if payment is in arrears, including late collection fees.

**Late collection**:

We advise you to collect your child/ children by 5.55pm as the school needs to be locked up by 6.00pm prompt.

Failure to collect your child by 6.00p.m will result in a late collection fee of £8.50 for the first 15 minutes which increases by £1.00 every quarter of an hour. **This charge will apply even if a phone call notifying the club of late arrival is made**. If you’re persistently late collecting your child, the school reserves the right to review your child’s attendance to the clubs.

**Illness**: Unfortunately, if your child is taken ill and doesn’t attend the booked session it is the responsibility of the parent/carer to unbook the session or you will still be charged.

**Medication**:

If your child has a medical requirement i.e. Asthma, allergies or epilepsy. Please make sure you have an agreed care plan with the school and all medicines are correctly labelled, in the event of an emergency and staff members have to administer medical care.

**General**:

We comply with local and London Safeguarding Board child protection procedures and ensure that all staff are vetted appropriately and trained. The Breakfast/After School Club follows the school’s safeguarding and child protection policies.

Our Breakfast/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 Breakfast/After School Club in cases where their attendance has a detrimental impact on the smooth running of the clubs or on other children.

Children must not bring personal belongings to the clubs, e.g. toys, phones, electrical games. The clubs will not accept liability for any loss or damage to such items. We are a healthy eating school and we are also a no-nut school. Please do not allow your child to bring in any foods and nuts to school. The Breakfast/After School Club will not run on days that the school is closed to pupils. After School Club is closed on the last day of each term. Parent/carer will not be charged if the school is closed due to extreme weather conditions and the school is forced to close.

**Breakfast Club:**

**Manager**: Mrs Tracey Iceton, Ms Sandra Carrington

**Breakfast Club Assistant**: Miss Louise Mason

Breakfast Club is open to Elmwood Infant children (excluding Nursery children) and their siblings in Elmwood Junior School from 7.45am to 8.45am. Entrance to the hall is via the school office. Junior children will be escorted to the Junior School by 8.30am.

**Breakfast Menu includes:**

• Toast, muffins and crackers

• Jam, marmalade, marmite, honey, cheese slice and butter

• Fruits and water

• Cereals/semi-skimmed milk

**After School Club:**

**Managers**: Mrs Tracey Iceton, Ms Sandra Carrington

**After School Club Assistants**: Miss Denise Job, Ms Eve Mascoll , Mrs Jaseela Begum

After School Club is open to Elmwood Infant children (excluding Nursery children) and their siblings attending Elmwood Junior School from 3.10pm to 6.00pm. Children from the Juniors be collected by a member of the After School Club Team from their classes in the playground.

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

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.

**Address:** Elmwood Infant School

Lodge Road Croydon CR0 2PL

**Telephone number**: 07759606773

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