

# ST. STEPHEN'S JUNIOR SCHOOL

## Extended Schools

Breakfast and After School Club

"A safe place to explore imagination, fun and friendship"

### EXTENDED SCHOOL CLUBS REGISTRATION FORM

Please fully complete both sides of this form in CAPITAL LETTERS.

|  |  |  |
|--|--|--|
| <u>Name of Child</u>   | <u>Name of Child</u>   | <u>Name of Child</u>   |
| <u>Date of Birth</u>   | <u>Date of Birth</u>   | <u>Date of Birth</u>   |
| <u>Class</u>   | <u>Class</u>   | <u>Class</u>   |
| <u>Home Address</u>  |  |  |
| <u>Email address:</u>  |  |  |
| <u>Name and Address of Family Doctor</u>                     |  |  |
| <u>Medical Information and Allergies</u>                     | <u>Medical Information and Allergies</u>                     | <u>Medical Information and Allergies</u>                     |
| <u>Food Intolerances, Dietary and Religious requirements</u> | <u>Food Intolerances, Dietary and Religious requirements</u> | <u>Food Intolerances, Dietary and Religious requirements</u> |
| <b>BREAKFAST CLUB:</b>                                       |  |  |
| <b>£6.25</b>   |  | <b>7.30AM – 8.45AM</b>                                       |
| <u>Monday</u>  | <u>Tuesday</u>   | <u>Wednesday</u>   |
| <u>Thursday</u>  | <u>Friday</u>  |  |
| <b>AFTERSCHOOL CLUB:</b>                                     |  |  |
| <b>£9.25</b>   |  | <b>3.00PM – 5.00PM</b>                                       |
| <u>Monday</u>  | <u>Tuesday</u>   | <u>Wednesday</u>   |
| <u>Thursday</u>  | <u>Friday</u>  |  |
| <b>AFTERSCHOOL CLUB:</b>                                     |  |  |
| <b>£11.00</b>  |  | <b>3.00PM – 6.00PM</b>                                       |
| <u>Monday</u>  | <u>Tuesday</u>   | <u>Wednesday</u>   |
| <u>Thursday</u>  | <b>THERE IS NO 6PM FINISH ON A FRIDAY</b>                    |  |

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#### Additional Useful Information

#### **Do you consent to the following?**

|  |          |
|--|----------|
| Photographs being taken for our records and display boards.      | Yes / No |
| Qualified staff administering emergency first aid.               | Yes / No |
| Your child / children participating in face painting activities. | Yes / No |
| Staff providing Paracetamol / medication if required.            | Yes / No |
| For my child/ren to watch films certified U and PG               | Yes / No |

#### **Person with parental responsibility / main carer**

Title:  
First Name:  
Surname:  
Relationship to child:  
Phone – Home:  
Phone – Mobile:  
Phone – Work:

#### **Second Contact**

Title:  
First Name:  
Surname:  
Relationship to child:  
Phone – Home:  
Phone – Mobile:  
Phone – Work:

#### **Trusted Friend/Family Member**

Title:  
First Name:  
Surname:  
Relationship to child:  
Phone – Home:  
Phone – Mobile:  
Phone – Work:

**Please note, if you ask anyone else to collect your child for you they will need to be over the age of 16 and know the password.**

**Password:**

I agree to my child/ren taking a place at St Stephens Junior Extended Schools in accordance with the Terms and Conditions set out in the clubs policies.

**Parent / Carer Signature :**

**Date:**

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## Parent Agreement

Your child is being cared for at St Stephen's Junior School Extended Schools club. In order to maintain a high standard of provision, and follow legislative guidance, it is important that parents/carers read and sign the following agreement.

- We care for children aged 4 to 11.
- The Breakfast Club opens from 7:30am for all children booked into the session.
- All sessions that have been requested and booked will be charged for.
- All amendments to your booked sessions will require one months notice in writing.
- To request extra sessions, the Extended Schools Manager must be contacted with at least 24 hours notice. It may not be possible to accommodate your request, so please ensure any additions have been authorised before your child attends the session.
- Please ensure that your child/children are collected from the Afterschool Club at the correct times; 5pm for a 3pm-5pm session and 6pm for a 3pm-6pm session.
- Any late collections will incur a charge of £20 per 15-minute period, or part thereof.
- Parents/Carers must inform Extended Schools if they will be late or there are any changes affecting the collection of their child/children.
- If any person other than a parent/carer is collecting a child the Extended School Clubs MUST be informed.
- The person collecting will be required to provide the password given on the registration form. If not informed we will be required to telephone the parent/carer for verbal permission, the child may not leave the setting until this is received.
- All children must be collected by a responsible person, we will not allow collection by anyone under the age of 16.
- All infants, year 3 and year 4 children must be dropped off at the door of the setting, please do not drop your children at the gate or outside the school.
- Should a parent be late to collect their child/children, and no contact has been made with the Extended Schools Manager, the Headteachers will be informed. A decision will then be made to contact the appropriate authorities; this could include the Police or Social Services.
- You must notify the Extended Schools Manager if your child is absent due to illness or for a medical appointment. Please DO NOT rely on your child's school to relay a message. All sessions will be charged where notification has not been made.
- Payment of fees (subject to change) is required monthly in advance. Fees can be paid by Cash, BACS, Childcare Vouchers or via a HMRC childcare account.

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- All sessions requested on the registration form will be charged in full other than for other than for cancellations due to sickness or medical appointment. Any cancellation of pre-booked sessions will require one months notice.
- An email invoice will be sent to parents each month detailing the sessions charged. There will be a separate invoice for Breakfast and Afterschool club.
- All payments should be received by the 10<sup>th</sup> of each month, unless otherwise agreed with the Finance Manager.
- A fee of £15 will be applied for late payment and consistent late payment may result in your child's place being withdrawn.
- There is a non-refundable administration fee of £20 charged annually.
- A light snack is provided in afterschool club and cereal, toast, fruit and yoghurt are provided as breakfast options at Breakfast Club. Snacks from home are not permitted.
- If your child has any dietary or religious requirements please details on the registration form.
- Children must not attend the Extended Schools setting if they have any infectious or contagious illnesses e.g. rash, Chicken Pox or Conjunctivitis. If a child has vomiting or diarrhoea they must not return to the setting until 48 hours after the symptoms have disappeared.
- The manager reserves the right to remove a child from Breakfast or Afterschool club to the hospital in case of emergency.
- Each child is given a bucket for their belongings e.g. bags, coats and anything made during the day. These must be taken home at the end of the day.
- We reserve the right to remove a child from either Breakfast or Afterschool club for any breach of agreement or for inappropriate behaviour.
- The Extended Schools Manager must be informed of any changes in contact details or medical issues.

Please do not hesitate to contact the Extended Schools Manager should you have any queries or questions regarding the details in this agreement.

Signature of parent/Carer

Date

**Please sign and date and return to the Extended Schools Manager along with your completed registration form.**

Ruth Gough – Extended Schools Manager [rgough@ststephensjuniorschool.co.uk](mailto:rgough@ststephensjuniorschool.co.uk)

Extended Schools Mobile - 07725 856635