**Mereside Primary School - After School Club**

The After School Club provides high quality childcare at the end of the school day from 3.30pm - 5.30pm for children aged 3-11.

A safe secure environment where children are cared for by qualified staff that have experience in providing play activities for young children. We provide a wide range of activities to meet the needs of individual children that include crafts, sports, table top activities and outdoor play.

Drinks and snacks are provided in line with the schools healthy eating policy.

For more information about After School Club speak to Mr Todd or Mrs Griffin. You can ask for a welcome pack or download the relevant forms from our school website.

Children must be collected from After School Club at or before the time stated on the booking form otherwise you will be subject to further charges.

**NOTE:** Any medical conditions or requirements must be communicated to Mrs Lawrence at the school office to ensure that the appropriate Medical consent forms are completed **prior** to your child attending our After School Club.

When registering, you will need to complete a Fee Agreement Form. Fees can be paid weekly or monthly in advance via Parent Pay, Online Banking or in exceptional circumstances in cash to the school office. **Failure to pay these fees as agreed will result in your child not being accepted into the clubs until all outstanding fees have been paid.**

**After School Club Times**

3.30pm – 5.30pm Monday – Friday during Term Time

**After School Club Prices**

Children in Reception (age 4/5 years) and up to Year 6 (age 11yrs) - **£5.50** per session

Children in Nursery (age 3 or 4 years) - **£8.75** per session

**Staff**

After School Club

Mr Steve Todd – After School Club Supervisor

Mrs Brenda Griffin – After School Club Assistant

**Mereside Primary School - After School Club – Registration Form**

|  |  |
| --- | --- |
| Child’s Name:  | Date of Birth:  |
| Address:  |
| Home Telephone Number:  | Mobile Number:  |
| **Please note: at least 1 contact number must be provided and kept up to date whilst your child/children attend out After School Club.** |

|  |
| --- |
| Parent/Carer’s Name:  |
| Place of Work:  |
| Place of work Contact Telephone Number:  |

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| --- |
| Parent/Carer’s Name:  |
| Place of Work:  |
| Place of work Contact Telephone Number:  |

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| --- |
| Emergency Contact Name:  |
| Emergency Contact Telephone Number:  |

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| --- |
| Doctor’s Name:  |
| Doctor’s Address:  |
| Doctor’s Telephone Number:  |
| Medical Conditions:  |
| Special Dietary Information:  |
| Religion:  | Ethnic Origin:  |
| Any religious factors that we should be aware of:  |
| Any further information we should be aware of:  |
| Please provide names and relationship of all adults who are authorised to collect your child from After School Club:  |
| **Please note: it is the parent/carer’s sole responsibility to ensure details of all adults who are authorised to collect children from our After School Club is kept up to date at all times.** **Any changes to your circumstances must be communicated to us as soon as possible to ensure the health, safety and well-being of your child at all times.**  |

**Mereside Primary School After School Club – Booking Form**

Child’s Name:

|  |
| --- |
| If you wish to reserve a regular place for your child please complete this table. If you work irregular shift patterns or if you do not need to reserve a place on a regular basis please inform the staff at the beginning of the week of the sessions you require. In exceptional circumstances bookings can be made on the day by telephoning 01253 761531 and **payment must be made when collecting your child**.Fees are calculated at **£5.50 per session (ages 4/5-11yrs) or £8.75 per session (Nursery years)**. We request that fees are paid on Monday morning via either **via Parent Pay or our school online banking**. (Please ask for our bank details at the school office). In exceptional circumstances, cash will be acceptable at the school office.  |
| Please tick below for days that you would like to access our After School Club  |
| Day | 3.30pm – 5.30pm |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

 **Please contact Mrs Lydon if you have any queries regarding payment.**

* **Fees must be paid in advance**. Failure to pay fees will result in your child losing their place.
* Children must be collected at or before the time stated on booking form otherwise you will be subject to further charges. £5.00 for the first 15 minutes and a further £1.00 for each subsequent 5 minute period.
* Please be aware that as a last resort and only where absolutely necessary, failure to collect a child without notice will result in support being requested from Children’s Social Care in returning the child to the care of the family.
* Any outstanding payments after the place has been closed will be passed to FCAT for debt recovery.
* Please sign below if you understand and agree to the above terms.
* Cheques are to be made payable to: **Mereside Primary**

**\*\*Your fees must be paid promptly or you risk losing your child’s place\*\***

**Parental Agreement to Access Mereside Primary School After School Club:**

|  |  |
| --- | --- |
|  | **TICK TO CONFIRM** |
| I understand the terms and arrangements for my child/children to attend Mereside After School Club and understand the After School Club Policy. |  |
| I confirm I fully understand and agree to adhere to Payment of Fees in line with the Policy and agree to keep all personal and contact details up to date at all times.  |  |
| I understand that non-payment or late payment of fees will result in my child/children’s places in the After School Club being removed.  |  |

**I agree to the terms and conditions of the club and to follow all its policies and procedures.**

Signature of Parent / Carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your needs / circumstances / contact numbers change, then please ask for and complete another copy of this form.