

Cotteridge Primary School



Breakfast & Afterschool Club Pack

Once this pack has been completed and returned to the school office, you will be contacted when a space becomes available.



Breakfast and Afterschool Club Application Form

Please fill out all the details below for your child/ children who you would like to start in Breakfast and/ or Afterschool Club.

Child's name _____ Class _____ Start Date _____

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	Breakfast Club 7.30am start	Breakfast Club 8.00am start	Afterschool Club
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total number of sessions			

Please tick your payment method below:

School Money		Childcare Vouchers and of provider	
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Note: All sessions must be paid for in advance.

Signature Parent / Carer: _____ Date: _____

Cotteridge Breakfast & Afterschool Club
Terms & Conditions
Please sign this copy and return to school

Admission

A completed Application Form is required to secure your child's place.

Opening Times

Breakfast Club: 8:00am – 8:50am.

There is an option to start Breakfast Club at 7:30am for an additional charge.

Afterschool Club: 3:00pm – 5:30pm.

Cotteridge Club is open Term Time ONLY.

Fees and Invoices

- Breakfast Club from 7:30 am - £4.50 per session
- Breakfast Club from 8:00 am - £3.50 per session
- Afterschool Club - £9.00 per session

Fees are payable one month in advance on SchoolMoney. We also accept childcare vouchers.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of your child's attendance.

Sessions will always be charged for sickness and holidays.

If your child also attends an extra activity after school then fees will still need to be paid for the session in after school club if that is their booked day.

Fees are non-refundable.

The Club will give parents/carers two months' notice of increases in fees.

Late Payment and Non-payment of Fees

Any parent or carer whose fees remain unpaid after one reminder without prior agreement of the Club Manager, risks their child's place at the Club being withdrawn.

Additional Hours

These can be requested by phone to the Club Manager or by contacting the school office. They are subject to availability at the time of request and agreed by the Club Manager.

Additional hours must be paid for in advance.

Termination, cancellation and change of sessions

One month's notice is required in writing by either party for any change of sessions or termination of agreement.

PLEASE NOTE: changes of sessions are subject to availability at the time of request.

If parents/carers choose to leave prior to the end of their notice, fees are non-refundable.

Cotteridge Breakfast & Afterschool Club reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or If a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff

will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Collection

If you expect to be late collecting your child, please notify the Club as soon as possible. Late collection will be charged at a rate of £10.00 per quarter hour to cover emergency staffing and other arrangements.

Only authorised adults will be allowed to collect your child. If there are any concerns in any way about the identity of the person collecting your child, they will not be allowed to take your child until you have been contacted.

Personal property and belongings

The setting cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the staff to ensure property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest all toys, books and equipment are left at home.

Accident and illness

The Club reserves the right to administer first aid and any emergency treatment as required.

Parents/Carers will be informed of all accidents. If emergency treatment at hospital is required, the setting will make all reasonable attempts to contact the parents/carers but if this is not possible we are authorised to act on behalf of the parents/carers and authorise any necessary emergency treatment.

Medications

We will ONLY administer prescribed medicines if parents/carers have completed the necessary consent forms.

We may require parents/carers to withdraw their child from the setting if the child is not well enough to attend. We may also ask parents/carers to withdraw their child from the setting if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable diseases or infection and there remains a danger that other children may contract such a disease or infection.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and Cotteridge Breakfast and Afterschool Club. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One months' notice will be given of any changes made.

I have read and understand these Terms and Conditions and agree to be bound by them.

Parent/Carer Signature: _____ **Print name:** _____

Date: _____

Cotteridge Breakfast & Afterschool Club

Terms & Conditions

Parent copy please keep this copy

Admission

A completed Application Form is required to secure your child's place.

Opening Times

Breakfast Club: 8:00am – 8:50am.

There is an option to start Breakfast Club at 7:30am for an additional charge.

Afterschool Club: 3:00pm – 5:30pm.

Cotteridge Club is open Term Time **ONLY**.

Fees and Invoices

- Breakfast Club from 7:30 am - £4.50 per session
- Breakfast Club from 8:00 am - £3.50 per session
- Afterschool Club - £9.00 per session

Fees are payable **one month** in advance on SchoolMoney. We also accept childcare vouchers.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of your child's attendance.

Sessions will always be charged for sickness and holidays.

If your child attends an extra activity club after school, the fees still need to be paid for the after school club session if that is their booked day.

Fees are non-refundable.

The Club will give parents/carers two months' notice of increases in fees.

Late Payment and Non-payment of Fees

Any parent or carer whose fees remain unpaid after one reminder without prior agreement of the Club Manager, risks their child's place at the Club being withdrawn.

Additional Hours

These can be requested by phone to the Club Manager or by contacting the school office. They are subject to availability at the time of request and agreed by the Club Manager.

Additional hours must be paid for in advance.

Termination, cancellation and change of sessions

One month's notice is required in writing by either party for any change of sessions or termination of agreement.

PLEASE NOTE: changes of sessions are subject to availability at the time of request.

If parents/carers choose to leave prior to the end of their notice, fees are non-refundable.

Cotteridge Breakfast & Afterschool Club reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or If a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply. If your child will be attending other after school activities on the same day as their ASC day, you will still be charged for the session as this keeps your child's place open.

Collection

If you expect to be late collecting your child, please notify the Club on 0121 4641862 as soon as possible. Late collection will be charged at a rate of £10.00 per quarter hour to cover emergency staffing and other arrangements.

Only authorised adults will be allowed to collect your child. If there are any concerns in any way about the identity of the person collecting your child, they will not be allowed to take your child until you have been contacted.

Personal property and belongings

The setting cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the staff to ensure property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest all toys, books and equipment are left at home.

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We will ONLY administer prescribed medicines if parents/carers have completed the necessary consent forms.

We may require parents/carers to withdraw their child from the setting if the child is not well enough to attend. We may also ask parents/carers to withdraw their child from the setting if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable diseases or infection and there remains a danger that other children may contract such a disease or infection.

Agreement

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I have read and understand these Terms and Conditions and agree to be bound by them.

Parent/Carer Signature: _____ **Print name:** _____

Date: _____

Breakfast & Afterschool Club Registration form

Cotteridge School Breakfast and Afterschool Club runs daily during term time only. The fee for a child to attend breakfast club is £4.50 from 7.30am or £3.50 from 8.00am and for afterschool club is £9 from 3.00pm to 5.30pm. Your sessions must be paid a month in advance on SchoolMoney.

Child's Details	
Child's Full Name:	
Child's DOB:	

Parental Contact Information			
Home Address:			
Parent / Carer's Name:		Work & mobile no:	
Relationship to Child:			

Emergency Contact Details – In case of an emergency we will contact the parent/carer above. If unavailable, please list two further contacts that you would be happy to act on your behalf.			
1 st Emergency Contact	Name:		Tel No:
2 nd Emergency Contact	Name:		Tel No:

Persons authorised to pick up my child				
Name:		Relationship to pupil:		Tel No:
Name:		Relationship to pupil:		Tel No:

Medical / Food Details	
Name of Child's GP:	Tel No:
Does your child have any medical conditions / disabilities we should be aware of i.e asthma, epilepsy, allergies etc:	
Does your child have any specific dietary needs/food intolerances that we should be aware of?	
Do you observe any cultural or religious procedure that you feel we should be aware of?	

Permissions (please tick)				
I give permission for photographs to be taken of my child enjoying their time at the club. <i>They may be used in keyworker books, wall displays, the club website page or just sharing with you.</i>	Yes		No	
I give permission for my child you use consoles/laptops when available	Yes		No	
I give permission for my child to help prepare snacks with an adult	Yes		No	
I give permission for my child to have their face painted	Yes		No	
Should the necessity arise and I can't be contacted. I give permission for my child receiving urgent medical treatment to be given	Yes		No	

By signing this form you have read, understood and agree to the Club rules (attached).

Parent Signature _____ Date: _____

Cotteridge Breakfast/After School Club

(personal & confidential)

Child/ren name

Mother Mobile

Occupation.....

Work Place..... Work place phone number (include ext)

.....

.....

Father..... Mobile

Occupation.....

Work Place..... Work place phone number (include ext)

.....

.....

EMERGENCY CONTACTS

1.Name..... mobile..... Relation.....

2.Name..... mobile..... Relation.....

3.Name..... mobile..... Relation.....

4.Name..... mobile..... Relation.....

5.Name..... mobile..... Relation.....

Persons authorised to collect your child/ren in the event that you are unable too.

(If differs from emergency contact list)

Name..... Mobile.....

Name..... Mobile.....

Please contact us on 0121 464 1862 or 0121 464 2865 to inform us of any changes in contact details of any persons on this list.

Cotteridge Breakfast & Afterschool Club Agreement

Home/club agreement

The club will:

1. Keep the children safe in a happy and secure environment.
2. Provide activities that are broad, balanced and to which all children have access.
3. Inform parents of any new initiatives or alteration to the club policy.
4. Celebrate children's success' with parents.
5. Tell parents of any behaviour, which is causing concern.

Parents/Carers will:

1. Fees to be paid at the correct times.
2. All children must be collected on time, or the place can be withdrawn.
3. Pay for any absences taken during term time due to holidays.
4. Inform the club of changes to contact phone numbers etc.
5. Pay for the first three days if the child is absent through illness—after which the place will be held until the child recovers.
6. Take part in correcting unacceptable behaviour in the club.
7. Inform the club of any problems or concerns, which may affect their child's behaviour.
8. Fees still must be paid even if your child attends an activity club after school.

Children will:

1. Show politeness and helpfulness to all others.
2. Observe club rules.
3. Try to treat everyone in a friendly and kind manner.
4. Play together.
5. Take care of our club's toys, games and other equipment.

Club Manager Signature: Cheryl Sweeney Name: Mrs C. Sweeney
(Manager)

Parent/Carer Signature: _____ Parent/Carer Name: _____

Pupil Signature: _____ Pupil Name: _____