



20th July 2016

Dear Parents and Carers

We had a great response from the After School Club Questionnaire that was sent out at the end of June and as a result we will be setting up an after school club from September.

We will be restructuring the fees for breakfast club also and the new fee structure is as follows:

Early Bird Breakfast Club (7:30 – 8:45)	£5.50
Breakfast Club (8:00-8:45)	£3.50
After School Club (3:30 – 5:30)	£7.00

Breakfast will be served between 8:00am and 8:15am.

Booking forms must be completed before the child can attend and once booked, if a child does not attend for any reason, parents/carers will still be charged, as the place will have been reserved. Fees must be paid for at least weekly in advance and if these fees are not paid, we will not be able to accept your child. Temporary or occasional bookings will be accepted providing a booking form has been completed.

Please complete and return a booking form, available on our website or at reception, and return to the school office.

Regards

Anna Pearce
Business Manager

Breakfast and After School Club

Widewell Primary School, Lulworth Drive, Roborough, Plymouth, PL6 7ER, 01752 778796

Registration Form

Child's Full Name	
Address	
Date of Birth	
Parent/Guardian's Name	
Daytime Telephone No.	
Work Telephone No.	
Mobile Telephone No.	
Parent/Guardian's place of work.	
Other Emergency Nos.	
Details of persons authorised to bring your child (including contact numbers) (Please note authorised persons must be over 16 years of age).	
Name of Child's Doctor	
Doctor's Address and Tel No.	

Does your child have any known medical conditions – if so, please list:

Does your child have any non-dietary allergies – if so, please list:

Please confirm which session/s you require your child/children to attend*

MON	TUES	WED	THUR	FRI
AM				
PM				

Signed:

Date:

* Please note that due to planned staffing levels and as per terms and conditions (8) non-attendance will still be charged on requested sessions.

First Aid Consent

I give my permission for first aid to be carried out on my child by a trained first-aider. I also give my permission for the use of (please delete as appropriate)

Plasters (normal) Yes/No

Signed:.....

Date:.....

Media Permission

During the course of some Breakfast/After School Club activities, a camera or video camera may be available for staff and children to use. It is necessary to obtain parental permission for photographs to be taken of the children.

Please delete and sign and appropriate:

I give my permission for photos to be taken Yes/No

I give my permission for video to be taken Yes/No

Signed:..... Date:.....

Declaration

I have read the terms and conditions of Widewell Breakfast/After School Club, Lulworth Drive, Roborough, Plymouth, PL6 7ER and agree to follow its policies and procedures.

I consent to any emergency medical treatment necessary during the running of the club. I authorise the Breakfast/After School Club staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Signed:..... Date:.....

Print Name:.....

Widewell Primary School, Lulworth Drive, Roborough, Plymouth, PL6 7ER, 01752 778796

Terms and Conditions

1. All fees must be paid in advance. Cheques should be made payable to Widewell Academy.
2. Spaces will be allocated on a first come first served basis
3. Parents must ensure that Breakfast/After School Club is notified in writing of any changes to the registration form as soon as they occur (particularly contact telephone numbers).
4. Only children that attend Widewell Primary School will be admitted.
5. The authorised person who drops off the child must sign their child in.
6. If your child is ill and unable to attend you must notify the school on 01752 778796. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and parents/guardians will be contacted.
7. Four weeks written notice must be given should you wish to cancel or alter arrangements.
8. If parents/carers do not wish their child to attend a session they must notify the school in writing at least three full working weeks in advance. Failure to do so will incur payment in full, whether sessions were attended or not. **Fees will not be waived through absence or sickness.**
9. Widewell Primary School reserves the right to exclude any child from the club whose behaviour is disruptive and prevents them from providing a safe and stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the children concerned.
10. There is a charge of £20 for late collection, which will be added to the next invoice.
11. Fees must be paid for at least weekly in advance, if these fees are not paid, your child will not be accepted.

The emergency contact telephone number for Breakfast/After School Club is 01752 778796