

Before and After School Club



Parent Information Pack

We Achieve

We Believe

We Care

Dear Parents and Carers,

Crowton Before and After School Club is run by the staff of Crowton Christ Church C.E. Primary School. The club offers an **excellent** standard of care together with a free choice of play and with opportunities to take part in all the activities provided.

To secure a place for your child(ren) at our club, please contact the club staff. If places are available, the Club Admission Pack will need to be completed in full for each child. Please take time to read through this Club Admission Pack, including the information contained within the terms and conditions.

It is mandatory that a copy of the Terms and Conditions is signed by a parent, as well as the Permission Sheet. These documents must be completed **before** your child's first session at the club.

The Before School Club is open from 7.45-8.45am, with the After School Club commencing at 3.15pm and finishing at 5:15pm.

Both clubs are available Monday to Friday, term time only.

All children who attend Crowton C.E. Primary School are welcome to attend. Although we aim to be flexible, we can only guarantee places for definite pre-booked days. If places are available, we will be happy to add your child(ren) to our register on the day.

Yours faithfully,

The Governors
Crowton C.E. Primary School



Terms and Conditions

Application for a place: The Club Admission Pack, Terms and Conditions, and the permission sheet need to be completed fully before a child can begin sessions at our Club.

The Before School Club session starts at 7.45am and ends with the children being taken to their classrooms for 8.45am.

The After School Club sessions commence at 3.15pm and operate until 5:15pm. However, children can be dropped off anytime between 7.45am and 8.45am and collected anytime between 3.15pm and 5:15pm.

We aim to be flexible with our service. Sessions cannot normally be swapped from day to day because appropriate staffing levels have to be planned for in accordance with staff to child ratios which must be maintained at all times.

Securing a place and payment of fees: Once a suitable place is available you will be receive confirmation, either verbally or in writing.

On acceptance of a place at the club you will be asked to **make a payment in advance** either by cash, cheque, or childcare voucher. If it is not possible to make payment in advance, payment must be made within the week that the session falls.

Please make cheques payable to CWAC. Late payment and returned cheques may incur additional charges.

In the event that payment remains unpaid for more than 14 days, with no payment plan in place to outline when this will be made, the place for your child(ren) may be reviewed and the service withdrawn, this could also lead to the debt being passed on to our Debt Recovery Team. This constitutes a termination of the contract and should be regarded as a formal demand for all outstanding fees.

Holidays: Crowton Before and After School Club will only be open during term time.

Induction into the Club: Our Club does not have a formal induction, however, parents/carers are welcome to come into the Club and stay with their children for as long as necessary to help their child(ren) settle.

This also provides an opportunity for parents to ensure all necessary paperwork has been fully completed. There is no charge if parent/carers choose to have an induction time as the parent/carer remains responsible for their child(ren) and they are not included in the staff to children ratio. Once it has been arranged that the child(ren) are to be left at the Club then fees become payable.

Terminating your place/s at the Club: Please note that a two week notice in writing is required to terminate your child(s) place if you wish them to leave the Club.

Child Illness: If your child is absent through illness please contact the school office as usual and request that they inform the Before and After School Club in order that records can be kept up to date. Please note that the school illness policy applies to the Club.

Medicines: If a child has medicine that needs to be administered at the Club then the medicine must be handed to a member of the school staff and a medicine form must be completed and signed before the medicine can be administered.

Accidents: In the event of an accident all details will be recorded and an accident form will be completed and signed by the member of staff that has dealt with the incident, it will also be signed by the member of staff in charge.

When the child is collected the parent/carer will be given the details of the accident and will be asked to sign the accident form as acknowledgement of the accident. In an emergency the child will be taken to hospital where treatment may be required. In the event of a child being taken to hospital to parent/carers will be contacted immediately.

Allergies: The school must be kept up-to-date with any allergies that your child may have as this is the record that will be given to the Club staff to use.

Consent forms: All parents/carers are required to complete a permissions form for each child that attends the club.

Safety and security: Parents/carers are requested to ensure their child(ren) is *collected on time* at the end of the afternoon session. Parents/carers are requested to contact the Club if they for any reason are going to be late.

Please use the emergency telephone numbers if you need to pass on a message after 3.30pm:
07565536886

It is a legal requirement that two members of staff are on the premises until every child has been collected. If the club staff have not been informed of a late collection or this becomes a regular occurrence, then a £10 charge for every 15 minutes past 5:15pm will be incurred.

If for any reason the child(ren) cannot be collected by the named authorised adults, then a member of staff **must** be informed and given the name and a description of the person collecting the child.

Policies and procedures: All policies and procedures are open to parents and carers. In order to meet legal and OFSTED requirements, policies and procedures are reviewed and updated as necessary. Please note that our staff follow policies and procedures at all times.

Personal Property: Staff will endeavour to prevent any loss or damage to a child's belongings but cannot be held responsible if any loss or damage arise. Please clearly name all your Childs belongings before allowing them to bring them to club. We strongly advise against bringing toys or any personal items of any value to the club.

Insurance: The Club is fully insured between the hours of 7.45am and 8.45am and again between 3pm and 5:15pm. Although our staff will be on the premises before this time, the insurance will only be valid during the opening hours. If parents/carers arrive before 7.45am we must ask that you stay with them until club starts.

Exclusions: Our club follows the school's behaviour policy which promotes positive behaviour; this along with the Equal Opportunities and Inclusive Policy supports our aims of providing individual care for each child and promoting self-discipline to enhance self-esteem. The Club reserves the right to decline a place for any child who does not agree to comply with our standards.

I/we have understood and agreed to abide by the terms and conditions.

Signed :- _____ **Date** _____

Signed :- _____ **Date** _____

Please sign both copies one copy for the Club and a copy for you to keep as record.

Before and After School Club Registration and Booking Form

Name of Child

Week commencing.....

Number of weeks places required.....

Please indicate the number of places required:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7.45 – 8.45am					
After School 3.15–5:15pm					

Fees

Before School

7:45-8:45am - £5 per child (including breakfast)

After School

3:15-4:15pm - £5 per child (without snack) OR 3:15-5:15pm £8.50 per child (including snack)

Fees must be paid in advance either online via our secure School Spider parent payment system, cheque or childcare voucher. If it is not possible to make payment in advance, payment must be made within the week that the session falls.

Fees are not permitted to run into arrears. Please make cheques payable to CWAC.

Non-attendance on booked sessions will still be charged for and will require payment to keep the place available for your child.

Bookings made in advance can be made by email:

afterschoolclub@crowton.cheshire.sch.uk

Emergency bookings made on the day can be made by email:

admin@crowton.cheshire.sch.uk,

All bookings can be made by telephone (01928 788230) or by speaking to a member of the After School Club staff

ALL BOOKINGS WILL BE CONFIRMED TO ENSURE A PLACE IS AVAILABLE

Should you need to contact the After School Club in an emergency during its open hours, please use the emergency telephone number: 07565 536 886

Child's full name:			
D.O.B.	Sex M/F:	Religion:	Ethnic Origin:
Full name and address of Parent / carer:		Full name and address of Parent / carer:	
Telephone numbers Home: Work: Mobile:		Telephone numbers Home: Work: Mobile:	
Parent place of work name and address:		Parent place of work name and address:	
Authorisation for anyone other than the parent/carer stated above to collect your child from Before or After School Club – please provide full name, contact telephone number and relationship to child(ren)			

Please provide details of the person(s) who should be contacted in the event of an emergency or your child being ill. Please provide full name, contact telephone number and relationship to child(ren)

1.

2.

Additional Information