

Attlee Avenue, Aylesham, Canterbury, Kent, CT3 3BS
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AFTER-SCHOOL CHILDCARE SERVICE APPLICATION FORM

Please complete and return this form to the school office in order for your space to be reserved. Payment of £7.00 per session per child should be paid in advance.

Name of child/ren: _____

Address: _____

Emergency Contact No: _____

Special Dietary Needs: _____

Allergies/medical conditions: _____

Specify days required: Monday Tuesday Wednesday Thursday Friday

I agree for the person in charge of the After-School Childcare Service giving consent on my behalf for any emergency medical treatment and/or for an anesthetic to be administered should it be necessary.

Signed: _____ Date: _____
(Parent/Guardian)

BREAKFAST AND AFTER-SCHOOL CHILDCARE

TERMS & CONDITIONS

Breakfast Club

- Term Time Only. Monday - Friday. 7.30am - 8.40pm. All children are taken to the playground for Move and Groove or taken to class where they are supervised by staff
- Cost £2.50 per session
- Children must arrive before **7.40am** if they require breakfast

After-School Childcare Service

- Term Time Only: Monday - Friday. 3.00pm-5.45pm
- Cost: £7.00
- A snack is served at 5pm. Please collect after 5.15pm if you wish your child to have time to eat this

Cancellation Policy

- 24-hours' notice is required to cancel a booking without charge. If notice is not received unattended sessions will be charged for

Bookings

- Bookings can be made termly, weekly or daily as required. We will try to be as flexible as we can where places are available
- Bookings can be made via the application form from the school office or email the school office
- We are only able to accommodate a set number of children in each session. If you have booked a place for your child that you no longer require please let us know so that this space can be released to other parents
- If when making a last minute booking all places are filled, please contact the school office and we will do our best to accommodate your child in an emergency. However this is not guaranteed

Payment & Charges

- For termly bookings, fees must be paid in advance at the beginning of each week
- One off bookings must be paid at the end of the week in which the child attended.

Arrival & Collection

- In the mornings, children access the Breakfast Club through the main door and must arrive before 7.40am.
- At 8.40am, children are escorted into the playground where they are supervised or taken to class.
- In the evenings, children are escorted to the After-School Childcare Service by school staff at the end of the school day or once their After-School Club has finished.
- Parents/carers should collect their child/ren from the school office before 4.30pm. Pick up after 4.30pm will be from the school hall door
- No adult other than those named on the registration form will be allowed to collect a child. Should someone arrive to collect a child who is unknown to us, you will be called immediately to confirm that we can release your child to them.

- If the child is to be collected by someone other than the named parent/carer, this must be indicated to a member of staff prior to the start of a session who will record the information.
- Late collections will be charged at the next session rate. Collections after 5.45pm will be charged a flat fee of £10 in addition to the cost of your booked session.

Administration of Medicine

- A medicine form needs to be completed and signed for parents wishing to have any drug administered to their child by staff whilst at the Breakfast Club or After-School Childcare Service. Please see staff in the School Office for the relevant paperwork. Children are not permitted to have medicines on their person at school. All medication must be handed to an adult to be stored in the School Medical Room.

Behaviour

- The school's current Behaviour Policy applies to all our Extended School activities.

Signed: _____ Date: _____
(Parent/Guardian)