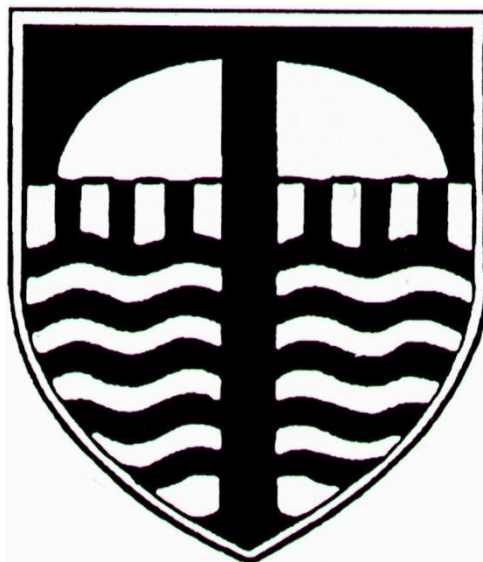


**TAVISTOCK COMMUNITY
PRIMARY
& NURSERY SCHOOL**



**AFTER-SCHOOL CLUB
PARENT PACK**

AFTER-SCHOOL CLUB - KEY NOTES

- Open from 3.00pm to 6.00pm everyday
- Available for Nursery (aged 3) to year 6 pupils
- Qualified staff with appropriate ratios
- £4.00 per hour
- Sessions to be booked in advance with payment made on Parent mail



After-School Club Registration Form

Child's full name.....M/F...DOB.....

Home address.....

Emergency contact details 1

Name.....Relationship to child.....

Contact number: Home..... Work.....

Mobile.....

Emergency contact details 2

Name.....Relationship to child.....

Contact number: Home..... Work.....

Mobile.....

Does your child have any of the following;

Medical Conditions Yes/No

Special Educational Needs Yes/No

Food or other Allergies/Intolerances Yes/No

If you have answered yes to any of the above please can you also complete the 'Additional Needs' information on the reverse of this form.

I agree to the after-school club providing emergency medical treatment if required. Yes/No

Parent/Carer signature

I have legal responsibility for the above named child. I have read and accept the terms and conditions of the Tavistock Community Primary & Nursery After-School Club which were included in the parent pack. This includes a 24 hour notice to cancel a booked session.

Signature.....Date.....

Additional Needs

Name of child.....

Medical Conditions

Please provide details of any medical conditions which staff should be aware of.

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Does the school already hold medication for your child? Yes/No

Special Educational Needs

Please provide details of any Special Education Needs which staff should be aware of.
Please note that pupils with Statements will not have any additional support during after-school club sessions.

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Food or other Allergies/Intolerances

Please provide details of any food or other allergies or intolerances not covered above which staff should be aware of.

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After-School Club Booking Information Sheet

Name of Child/ren.....Year or Class.....
.....Year or Class.....
.....Year or Class.....

Nursery parents only (EYFS funding can be used to fund these sessions)

Does your child attend another setting as well as Tavistock Community Nursery School?

Yes/No

If you have answered yes, please complete the information below.

Provider name.....

Provider contact details.....

Hours spent per week at other provider.....

Foundation and infant children will be collected from their classroom. KS2 children are expected to make their own way to the after-school club. A register will be taken to ensure that all children arrive safely.

Please note that it is your child's responsibility to collect their own belongings from their classroom before attending the club.

All children will be provided with snacks and a drink at the club.

Please write any other comments which you feel we need to know regarding your child/ren's attendance at the club which has not already been covered. In particular, if there is any information held by the school which you feel we need to be aware of.

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.....
.....

Name of Child/ren.....

Please indicate in the boxes how many children will attend the club on each day, **W**

Monday	Tuesday	Wednesday	Thursday	Friday

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Signature

Parent/Carer.....Date.....

Terms and Conditions

Tavistock Community Primary and Nursery School **After-School Club**

Registration

Registration and consent forms must be completed and returned before a child attends their first after-school club session. Sessions should be booked in advance where possible. Late/ad-hoc bookings are welcome but are subject to availability.

Collection by parents

Parents MUST sign the signing out book when collecting their child. Parents are requested to collect their child/ren on time. All children should be collected by 6.00pm. Any late collection will be charged an additional £10 per hour or part thereof to cover additional staffing costs. Under no circumstances will a child be allowed to leave the after-school club with any person unknown to the staff or to walk home unaccompanied unless written agreement has been given.

Accident procedures

A least one member of the after-school club will be a qualified first aider and will administer treatment as needed. Parents will be informed of all accidents via a note sent home or for serious accidents by telephone immediately.

Safeguarding

All staff members are employed by the school and all school safeguarding policies will be followed.

Medical consent

After-school club staff will follow any medical procedures/authority currently provided to the school.

Parking

Parents/carers may use the school car park when collecting children from the after-school club after 4.00pm. The school accepts no responsibility for injury, damage or loss to persons, vehicles or property.

Health & Safety

The after-school club will be covered by all policies and procedures carried out by the school.

Complaints

We endeavour to resolve all queries, concerns and complaints as swiftly as possible. Should you have a complaint about the after-school club which has not been resolved then please follow the School's Complaints Procedures.

Emergency closure

In the event of an emergency closure due to adverse conditions such as weather, heating or power failure, we will contact parents immediately and charges will be adjusted according to the timings of the incident.