



Dear Parents,



### Warmington School After School Club – From September 2019

The After School Club welcomes children from **3.15pm to 5.15 pm** each day. The cost of the club is **£8.00** for a 2 hour session and **£4.00** for a one hour session and we are now taking bookings **for September 2019**.

At After School Club children participate on a number of activities, including: board games, arts, crafts, outdoor play and construction as well as time for children to complete homework if requested. The children will have access to the computers, library and outside area. The price will include a small snack and a drink. (e.g. crackers & cheese/piece of fruit).

If your child currently attends After School Club and they wish to continue or if you would like your child/children to start the After School Club, please complete the booking form attached, after reading the terms and conditions overleaf. Payment for the club will be by **invoice** for the number of sessions required/attended that term.

If you have any questions or queries, please do not hesitate to speak with, Mrs Dagmara Czapski or Miss Louise Guy.

Thank you,

Mr E Carlyle  
Executive Headteacher





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## Warmington School After School Club - Terms and Conditions

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### General

1. The After School Club is open to children attending Warmington School in Reception Class through to Year 6 and is run by school staff.
2. The club is open from the end of the school day at 3.15 pm to 5.15 pm Monday to Friday during term time only.
3. The club provides a range of activities for children after school finishes.
4. A small snack and drink will be provided within the cost.
5. Children must be collected from the club by an adult and arrive at the main entrance where the child will be handed over by a member of staff.
6. If children are collected after 5.20 pm, additional charges may be incurred!

### Bookings

7. Bookings must be made on the school booking form available from the school office and an Individual Child's details form filled in. It is the parent's responsibility to ensure that all contact details are kept up to date.
8. Enquiries regarding the After School Club should be made to Miss Guy at the school office.
9. A booking request can be made for either a regular place, e.g. every Monday, or a 'one-off' date(s). We aim to accommodate all requests made, however places at the club are limited.
10. If we are unable to offer you a regular place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
11. Your child's place at the club will be automatically confirmed. If there is a problem with offering your child a place, you will be notified in writing as soon as possible. Once your day(s) are confirmed you will be guaranteed your requested day provided all payments are made, attendance is regular and your child's place at the club has not been withdrawn (see sections 22 to 24)
12. Please inform the school if you no longer require your child to attend the after school club. This can be done with immediate effect – you are not required to serve a notice period. However, all outstanding fees will be payable.
13. If your child will not be attending a particular session that they are registered for please inform the school giving as much notice as possible- see section 17.
14. In the event that you would like to change the days that your child attends the After School Club a new booking form must be completed with your new requirements.

### Payments

15. The charge for each 2 hour session is £8.00 per child, or £4.00 for 1 hour. Payments will be billed by invoice and can be made by cash /cheque (payable to Warmington School).
16. Where a payment has not been received a place at the club cannot be guaranteed.
17. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
18. Unless it is requested by the school, children **should not bring** their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

### Dietary Needs and Medical Conditions

19. We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler or prescription medication for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
20. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
21. Children are **not permitted** to bring their own food to after school club unless this has been agreed by the school in advance of their attendance at the club.

### Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

22. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
23. Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks
24. Where payments are not made and arrears are accumulating we reserve the right to cancel the booking with immediate effect. Action to recover payments due will be taken as detailed in the school's Bad Debt Policy.



**WARMINGTON SCHOOL- After School Club**  
**Booking Form 2019-20**

**Child's Name:** ..... **Class:** .....

1. Would you like a **REGULAR** place each week? Please tick:

Yes ☐ please go to **question 2**      No ☐ please go to **question 4**

2. On which days of the week would you like a **REGULAR** place for your child? Please tick both sessions if you require the two hour period.

Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3.15- 4.15	3.15- 4.15	3.15- 4.15	3.15- 4.15	3.15- 4.15
4.15 – 5.15	4.15 – 5.15	4.15 – 5.15	4.15 – 5.15	4.15 – 5.15

3. From which date would you like your child to begin attending the After School Club?

.....

**Please go to question 5**

4. **I DO NOT** require a regular place for my child at the club, however I would like to request a place on the following date(s).

.....

5. If your child will be attending a sports/art/dance club before a session please indicate below.

Yes ☐      No ☐

Day/Club	Monday	Tuesday	Wednesday	Thursday	Friday

6. Are there any special dietary requirements and/or medical conditions or any other information that our after school club staff should be aware of?

Please tick:    **Yes** ☐ (please give details below)      **No** ☐

Your offer of a place is automatically confirmed. We shall let you know if for any reason we cannot provide a place.

I confirm that I agree to abide by the **Terms and Conditions** on the reverse of this form.

**Signed:** .....

**Date:** .....

**Print Name:** .....

Staff Int:      Date Rec:



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**Individual Child Reference Sheet for Breakfast and After School Club  
2019-20**

First Name:	Surname:	By what name does your child prefer to be called:
Date of Birth:	Class / Teacher:	
Age:		

**Parent / Carer information**

Title:	Name:	Surname:	Address:

**Contact Details**

Home:	Mobile:	Work:
Email Address:		

**Emergency Contact Details**

Name:	Telephone:	Mobile:
Address:		
Relationship to child:		
Name:	Telephone:	Mobile:
Address:		
Relationship to child:		

Does your child attend:      Breakfast Club      Afterschool Club      Both  
(please circle)

**Breakfast Club**

**Which days does your child attend?**

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast required				



## After School Club

### Which days does your child attend?

Monday	Tuesday	Wednesday	Thursday	Friday

Which days does your child require only a 1hr session (3.15 - 4.15 pm) or require care after a club

(4.15 to 5.15pm)? (please insert name of club & time required)

Monday	Tuesday	Wednesday	Thursday	Friday

## Medical / Allergy Information

Does your child suffer from any medical condition / allergy or additional needs?

Does your child have any dietary requirements?

## Additional Adults your child has permission to be collected by:

Name	Contact Number	Relationship to child

## General Information:

### Signed by parent/carer:

Signature: .....

Date: .....

Print name: .....

Relationship to child: .....

### Signed by member of staff:

Signature: .....

Date: .....

Print Name: .....

Position: .....