



INFORMATION PACK 2022-2023

For further information, please contact the School Admin Office

Tel. 02086844003 Mobile: 07305017661

Email: afterschoolclub@broadmead.croydon.sch.uk

Broadmead Bears After School Club

Our Extended Services are open to all children attending Broadmead Primary School on a first come, first served basis. It will operate on school premises in a safe environment, led by the Extended Services Manager and supported by a team of high quality trained staff

Start date: **1st September 2020**

Time: **3pm – 6pm**

Cost: **£12.00 per child (each session) Weekly cost: £60.00**

Location: **Small Hall/Main Dinner Hall**

- At the end of the school day, your child will be collected from either their class or designated school area by an After-School Play worker.
- The After-School Club will offer a fabulous range of activities for your child.
- The After-School Club will provide dinner and pudding between 4.30-5pm.
- Parents will collect children via the Front Entrance

The clubs will operate during TERM TIME ONLY in accordance with our Terms & Conditions.

Registration and Booking forms must be submitted prior to attendance of the club. The After School Club Leader, Ms Gilbert, must confirm your placement. Once your place is confirmed, you will be assigned to parent pay where you can pay for the service – Broadmead Bears After School Club. Payment must be made at least 7 days in advance each week, using parent pay. No child will be admitted if the forms and fees have not been completed/paid.

Our OFSTED registration number is 140840. Child care vouchers are accepted. Vouchers must be processed two weeks in advance. To enquire about availability- please call the school office on 02086844003 or via email: afterschoolclub@broadmead.croydon.sch.uk

THE AFTER SCHOOL CLUB REGISTRATION AND BOOKING FORM

Child's Details					
Name		DOB		Class	

Parent / Carer contact details:			
Name			
Home Tel.	Mobile:	Work Tel	
Email			

Other emergency contact details:		
Name & Address		Relationship
Home Tel.	Mobile:	Work Tel.

Booking form: Tick the box to indicate the session(s) you wish your child to attend				
Monday	Tuesday	Wednesday	Thursday	Friday

Requested dates:

I would like my child to attend from: _____ to _____

Please provide all the names of the responsible persons for the collection of your child from the club – your child will not be allowed home without the responsible adults named.

Person authorised to collect my child:		
Name		Relationship
Tel.	Mobile:	Work Tel
Any others authorised (Name & Tel)		

Medical and dietary information:	
Child's Name:	
Name of Child's Doctor:	
Doctor's Address:	
Doctor's Telephone No.	
Please list any medical conditions (e.g. asthma):	
<ul style="list-style-type: none"> ▪ ▪ 	
Please list any medical allergies (e.g. allergic to penicillin):	
<ul style="list-style-type: none"> ▪ ▪ 	
Please list any dietary/food allergies (e.g. dairy):	
<ul style="list-style-type: none"> ▪ ▪ 	

First aid consent:
To give your consent, please tick the boxes

- I give permission for first aid to be carried out on my behalf by a trained first aider.
- I consent to any emergency medical treatment if necessary during the running of the club.
- I authorise Broadmead Bears After School Club staff to sign any written 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.

In signing this form, I declare the information to be true and accurate. I have read the Terms and Conditions of Broadmead Primary School Extended Services and agree to follow its policies and procedures including the late collection policy.

Name: _____

Signature: _____

Date: _____

BROADMEAD BEARS AFTER SCHOOL CLUB TERMS AND CONDITIONS

Please return a signed copy to the school office or via email
afterschoolclub@broadmead.croydon.sch.uk

Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form. Please contact afterschoolclub@broadmead.croydon.sch.uk if you have any questions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. A non-refundable advance must be paid before your child can be allocated a place. Please Note: The total amount of the deposit will be calculated on the amount of days booked per week.
3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Extended Services Leader.
4. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
5. After School Club starts at 3pm and children will be collected from class. Dinner will be served between 4.30- 5pm. Afterschool club finishes at 6pm, parents can collect children any time before 6pm and we advise you to collect your child outside dinner serving time.
6. An authorised adult must sign the attendee out of the After-School Club on each afternoon they attend.
7. Parents/carers are welcome to enter after school club for a short period of time, to collect the children however we kindly request that parents do not gather in the corridors and use mobile phones.
8. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6pm will incur a late collection charge of £1.00 per minute in line with the school's Extended Services Late Collection Policy. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.
9. After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
10. If your child is unable to attend a session, you must notify the Extended Services Staff. You must also notify the school office if their absence means they will be absent from school.

Please Note: at time of booking you, select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the extended school services and your child will not be able to take part in any extended school services until this payment has been made.

11. Parents will be provided an Invoice confirming their total booking period and amount due for the total period. Payment for clubs must be paid at least one week in advance. Parents have two payment options: Parent Pay: Parents/carers must keep track of their payments and the total sum required for the booking period. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with childcare vouchers, you must allow enough time for Broadmead Primary School to be registered with the childcare voucher provider.

We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider. Parents/carers must inform the Extended Services Leader of their means of payment so this can be logged to avoid confusion.

Please note: Payment reminders from the school cannot be arranged. Parent Pay have an automatic reminder service if you wish to set this up the office staff can advise you on how to do so. If payment is not made within 12 hours of attending the session, entry may be refused on the basis that payment may not have yet been successfully logged and noted by the extended service staff.

12. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into the club if payment is not made including late collection charges and any other outstanding fees from other school services.

13. Once your child has been allocated a place you must give one months' term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one-month notice period will need to be paid in full. Any changes to the agreed days would also require a months' notice and would be based on availability.

14. The extended school services are additional care outside normal school hours. The club's policies and procedures reflect the school policies, procedures, and parents can read the extended schools' policies and procedures on request at the school office.

15. The Extended Service Staff aim to provide a safe, stimulating, and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

16. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services Staff. If this is not resolved, please contact the school office. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

17. By consent of the parent, the person who collects the child must be 14 years or over.

I have read and understood the Broadmead Bears After School Club Terms and Conditions.

Child Name:

Parent/Carer Name:

Parent/Carer Signature:

Date: