



# Woodcote After School Club



Contact telephone number - 020 8660 9972

020 8668 3374



<b>Child/Children's Name(s): &amp; Address</b>	

Child's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please give at least two emergency daytime telephone numbers:

Person \_\_\_\_\_ Tel number \_\_\_\_\_

Person \_\_\_\_\_ Tel number \_\_\_\_\_

Person \_\_\_\_\_ Tel number \_\_\_\_\_

Has your child had any recent illnesses, operations or injuries?

Is your child allergic to any food and drink?

Is your child allergic to bee or insect stings?

Does your child have to take any regular medication?

Please state the name, address and telephone number of your child's doctor

Please provide any additional information you feel we should have concerning your child:

Please sign below to confirm that you consent to Woodcote After School Club administering first aid to your child if required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please sign below to confirm that you consent to Woodcote After School Club seeking medical treatment on behalf of your child if required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Declaration**

I have read the terms and conditions of Woodcote After School and agree to follow its policies and procedures

Signed \_\_\_\_\_ Date \_\_\_\_\_



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## Booking Conditions

### Charges Include

After School Club is open from 3.15pm until 6.00pm and is held in the KS1 Hall. The price is £7.50 per child per session for the After School Club which is inclusive of activities and snacks. There are no sibling discounts at the current time.

**An additional amount of £5 per child per 15 minutes will be charged if a child is not collected by 6pm. A cash payment must be made to Mrs Mott or the office before a further booking is accepted.**

The office telephone line closes at 4.15pm, so if you need to contact the after school club after this time to let them know that another person is collecting your child, please ring the school number **020 86609972/020 86683374 Ext 210** If you think that you will be unable to pick your child up by 6pm please arrange alternative arrangements for collection.

### Bookings

Bookings can be made by email to [breakfast.afterschool.bookings@woodcoteprimary.croydon.sch.uk](mailto:breakfast.afterschool.bookings@woodcoteprimary.croydon.sch.uk) You will receive a confirmation email from the school if we are able to accommodate your booking. Bookings must be made by 1pm to ensure that we have sufficient staff to run the club. There may be a huge demand for the after school Club so please book a place as soon as possible. You will have to rebook your child/children into the After School club each term as we are unable to take bookings for the whole year. **If your child is absent from school please remember to cancel the booking via the appropriate email address. Please inform your child in the morning if they are to attend the after school club.**

If your child attends the After School Club following another teacher/instructor-led club, they will be charged for the whole session irrespective of the time they enter the After School Club.

### Payment

Payment must be made in advance. Payments should be made on ParentPay. **Please make sure that there is credit on your ParentPay account before you send your child to the After School Club or you may be called to collect your child, and future bookings may have to be cancelled.**

### Changes or Cancellations

No refunds are available for changes, cancellation or illnesses unless you cancel the booking by 1pm on, or before the day of the booking.

### Activities

Although a wide variety of activities will be on offer, including the opportunity for children to work on their projects, we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part – however we will not make any activity compulsory. The emphasis will be on choice and enjoyment.

### Signing In

All children must be signed out of the After School Club as a signature is required as evidence of attendance.

### Exclusion

Woodcote After School Club reserves the right to refuse or exclude any person at any time prior to or during the Club if, in their opinion, that person is incompatible with the general wellbeing and safe running of the club. In this instance no refund will be given and any costs incurred, including any damage, will be passed onto the parents/carers who will also be responsible for the collection of the child from the club.

### Concerns

Should you have any concerns regarding your child's time at Woodcote After School Club, please in the first instance talk with the Co-ordinator of the club, Mrs Mott. If you are not satisfied with the action taken, please speak to Mrs Scola or Mrs Daniels about your concerns. We will investigate your concerns and respond as quickly as possible.

### Data and Child Protection

The personal information requested on our booking form is required to allow our employees to provide out of school care. This information will not be divulged to persons unconnected with the After School Club. It is the parent's/carer's responsibility to update Woodcote After School Club with any changes in personal information including home address, emergency contact numbers and medical information.



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## Liability

When children attend the After School Club, it is automatically assumed that they are allowed to participate in our activities. Woodcote After School Club does not accept any liability for the loss or damage of any property belonging to participants. Woodcote After School Club accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, sickness or any event outside the control of the school.