



## Christ Church Charnock Richard C E Primary School Afterschool Club

1. Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Allergies or medical conditions: \_\_\_\_\_

2. Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Allergies or medical conditions: \_\_\_\_\_

3. Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Allergies or medical conditions: \_\_\_\_\_

Parent / Carer name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Second Emergency Contact Name & number: \_\_\_\_\_

### **SESSIONS COST £8 PER CHILD OR £7.50 PER CHILD IF 2 OR MORE SIBLINGS ATTEND**

Please tick which days you would like to book your child in to out of school club.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ASC					

**FEE'S ARE PAYABLE VIA ONLINE PAYMENTS ONLY THROUGH SCOPAY.**

**FEE'S ARE TO BE PAID IN ADVANCE EITHER WEEKLY / MONTHLY OR HALF TERMLY AND ACCOUNTS SHOULD NOT GO INTO ARREARS. 2 WEEKS CANCELLATION NOTICE IS REQUIRED FOR PERMANENT CHANGES**

- I understand that Christ Church Charnock Richard Afterschool Club is a play care facility and that whilst my child is there afterschool club is legally responsible for him/her.
- My child will be provided with a snack and a drink whilst at the club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is collected by the ASC, he/she will be in their care until collected and signed out by a 'Named' responsible adult.

- I will inform the office if my child is not able to attend a booked session, e.g. *attending a school activity, collected early, going home a friend etc. However, this session will still be chargeable.*
- I will pay fees upfront weekly / monthly or if agreed with the office half termly. I will give 2 weeks' notice to cancel my child's place or make any permanent changes.
- I will complete the booking form and return them promptly to the office, prior to my child attending. I understand that all bookings are made on a 'first come, first served' basis.
- Occasional users are welcome to use the ASC however priority will be given to regular users and should the occasional users become a regular user (ie the same day for 4 consecutive weeks), they will need to fill in the booking form and adhere to regular user terms and conditions.
- It is my responsibility to keep ASC informed of any changes to information regarding my child, e.g. contact numbers.
- Afterschool club closes at 6pm. If due to any unforeseen circumstances I am going to be late I will contact the A.S.C as soon as possible. If contact has not been established with parents/carers or named emergency contacts by 7.00pm we will be legally required to contact social services.
- **If your child is collected after 6pm after the club closes, parents/carers may be charged the equivalent of 1 hour's wages to cover the cost of 2 members of staff who have to remain with your child until they are collected.**
- Whilst we try to ensure the safety and security of items that children bring to the club, we cannot be held responsible for anything that is lost, broken or stolen.
- To ensure consistency and continuity of care, afterschool club follows the school's behaviour and discipline policy.
- Should there be any incidents at afterschool club involving my child I will be informed of the situation.
- If my child has an accident then he/she will be treated by a qualified first aider and I will be informed of the situation when I collect my child.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example, police, social services and health care professionals.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_