

Alexandra Primary



Breakfast & After-School Club



Alexandra Primary School, Alexandra Road,
Kingston upon Thames, Surrey KT26SE Tel: 020 8546 7176
Email; Alexandrasch@axi.rbksch.org
Extended School Manager: Ginette Higgins

Parent Pack

Dear Parent/Carer

Thank you for your interest in our Alexandra Breakfast & After School Club.

I have put together this Parent Pack for your information.

If you would like to book a place for your child/ren, please complete a copy of the following documents for each child attending the club:

- The Booking form
- The Admissions Form
- The Beehive After School club agreement
- The Emergency Medical treatment form
- The Beehive After School preference form

Please return the 4 documents to the school office marked **After School Club/ Breakfast Club**. Only children booked and on the register will be allowed to partake.

Once your forms have been received you will be able to book available places via Parentpay system.

I look forward to welcoming your child/children to the Breakfast & After School Club. Please contact me should you have any queries or questions regarding the club.

Yours faithfully,

Extended School Club Team



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RETURN TO SCHOOL OFFICE ASAP

ADMISSION FORM

(Please complete this form in capital letters)

Child's Full Name:	
Child's Class:	
Name to be used at the Club:	
Date of Birth:	
Gender	
Home Address:	
Email Address	
Contact details (people authorised to collect child)	
CONTACT 1	
Name:	
Relationship to child:	
Work/Day time Telephone Number:	
Mobile Number:	
CONTACT 2	
Name:	
Relationship to child:	
Work/Day time Telephone Number:	
Mobile Number:	

Medical Information	
Doctor's Name:	
Doctor's Address:	
Doctor's Tel. Number	
Any other relevant medical information (ie: Allergies, family medical history etc):	
Details of any Significant Health Issues (including a special educational needs and /or physical disabilities statement):	
Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:	

ALEXANDRA CLUB AGREEMENT

I hereby consent for my child to take up a place at the Club, according to the following terms and conditions and policies of Alexandra School.

- I agree to meet the conditions of the Extended School Club Policy for payment of fees and understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at the Club.
- I confirm that the information contained in the Admission Form is correct and I promise to contact the Club Leader as soon as any of the details change, especially with regard to medical conditions and emergency contacts.
- I appreciate that a suitable standard of behaviour is expected from the children attending the club.

I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Signature of
Parent/Carer: _____ Date: _____

As you may be aware, the Club may use digital cameras to record events that take place. **Do you consent for members of staff at the Club to take photographs of your child?** Yes / No

EMERGENCY MEDICAL TREATMENT FORM

In the event that my child (please print name of child):

is involved in a serious incident while at the club, I expect the Club Leader, or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Club Leader, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Club Leader to withdraw it.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Medication can only be administered with specific written instructions from a parent/guardian.

Parent/carer

signature: _____ Date: _____

If you have any questions or comments please do not hesitate to contact the Club Leader



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Please keep the following pages
for your information

ALEXANDRA AFTER SCHOOL CLUB ADMISSIONS POLICY

Prices and Payment Details

Breakfast Club £6.00 per child per session if booked in advance
£8.00 if booked within 48hours via School.

Time 7.45 – 8.50am

After School Session £13 per child per night / £12 per sibling attending same night as first
child (£15 per child late booking fee if booked within 48 hours – via office)

Time 15.30 – 18.00

A reduction to £9 per session will be applied on the date a child attends both an
Afterschool activity club and Afterschool club. Please book at the full paying price,
reductions will remain in your account to be used against other bookings.

- Payment must be made in advance, to ensure that the club is adequately staffed and resourced.
- Parents may pay for all sessions booked up to half-term/the end of term, or at the beginning of each month. Payment is by ParentPay or Childcare Voucher arranged with Manager – please release voucher at time of booking.
- Please note that payment is still due for sessions booked during each half of the term, which are not attended for any reason. Refunds for unplanned absences can only be given in exceptional circumstances at the discretion of the School, as costs are still incurred.

Booking Criteria

Places at Extended School Clubs will be allocated in the following priority:

1. Children currently attending Alexandra Primary School booked termly and in advance to attend all After School club sessions.
2. Children currently attending Alexandra Primary School who are booked to attend the Club sessions termly in advance according to the highest number of sessions to be attended.
3. Occasional use needs to be booked weekly in advance and will be subject to availability. Please contact the Club Leader- Late booking fees applied on day of attendance.

Priority may be given to a child or children where there are particular medical or family reasons why that child or children should attend the club. These places will be allocated at the discretion of the School.



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Policies

Both Clubs observe all Alexandra Primary School policies, which are available from the school website.

Objects

The object of the Clubs shall be:

- a) to provide safe clean and happy environment for a calm and purposeful start to the school day
- b) To provide the education and training of the persons providing such care, to sustain a healthy Breakfast and After School enjoyed with friends

Relationship with the School

The activities of the Club shall take place at the School unless otherwise agreed. All persons providing the care, education and recreational facilities for the Club shall be employed by the School. The Headteacher will present an annual report concerning the Club's activities to the Governing Body of the School. A report of the Club's activities shall be included in the annual report to parents by the Governing Body.

Finances

The School Bursar shall keep proper accounting records of the Club.

POLICY FOR PAYMENT OF FEES

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Headteacher on behalf of the Governing Body of the School and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- All sessions need to be booked for each half-term or full term. Payment must be made for all sessions booked, either at the beginning of each term/half term or at the beginning of each month.
- Please note that payment is due for all sessions booked during each half term, which are not attended for any reason. Refunds for unplanned absences can only be given in exceptional circumstances at the discretion of the the Headteacher, as costs are still incurred.

- Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Club Leader and Headteacher at the earliest possible opportunity.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Club Leader has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Club Leader may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Club Leader if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
- Parents/Carers must give a minimum of 3 weeks notice to terminate the agreement.
- Please note that making a booking is regarded as acceptance of our Terms and Conditions.

COMPLAINTS PROCEDURE

Our Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Please see the school website for our Complaints Procedure.

CHILDCARE VOUCHERS

If your employer offers a childcare voucher scheme, you may be able to use these vouchers towards the payment of your booking. We accept the following childcare vouchers:

- Apple Child Care
- Kiddie Voucher
- RG Childcare
- Sodexo & Gemelli
- Busy Bee
- Care 4
- Child Care Plus
- Co-Operative
- ComputerShare
- Eden Red/Accor
- Fair Care
- Fidelity

If you would like to pay by Voucher please contact Mrs Higgins to arrange. All Voucher payments must be released at time of booking.