

Alexandra Primary School



Breakfast & After-School Club



Alexandra Primary School, Alexandra Road,
Kingston upon Thames KT2 6SE
Tel: 020 8546 7176
Email: alexandrasch@axi.rbksch.org
Extended School Manager: Selina Anson

Parent Pack

Dear Parent/Carer,

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

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

- The Admissions Form
- The Alexandra Club agreement
- The Emergency Medical treatment form

Please return the completed forms to the school office. 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 the Parentpay system. If you have any further questions regarding the club, please contact the office using the email address above.

Regards,

Extended School Club Team



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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	Contact 2	Contact 3
Name:			
Relationship to child:			
Work/daytime 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 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 Primary 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 agree to collect/make arrangements for my child to be collected from the before and after school club immediately if I am informed that he/she is unwell.
- I agree not to send my child to Breakfast and After School Club if he/she is unwell.
- 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: _____

PHOTO CONSENT

Occasionally, staff may wish to record events at our Clubs for use within the school.

Do you consent for members of staff at the Club to take photographs of your child? Yes / No

Do you consent for members of staff at the Club to take videos 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 Admission 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 PRIMARY SCHOOL CLUB ADMISSIONS POLICY

Prices and Payment Details

Breakfast Club £6 per child per session if booked in advance
£8 if booked within 2 working days via office.

Time 7.45 – 8.50am

After School Session £14 per child
£16 per child late booking fee if booked within 2 working days via office

Time 15.30 – 18.00

A reduction to £10 per session will be applied on the date if a child attends both an after school activity club and After School club. Please book at the full paying price, and the school will apply the reduction. 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.

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.

Objective

We aim to provide a high quality Breakfast and After School Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones, and to be able to try out new activities, to relax, to have fun and enjoy themselves.

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 Head Teacher will present an annual report concerning the Club's activities to the Governing Body of the School.

Finances

The School Business Manager, reporting to the Head Teacher and Governing Body, is responsible for the financial management of the club.

POLICY FOR PAYMENT OF FEES

- The level of fees will be set by the Head Teacher and the Governing Body of the School and reviewed annually.
- All sessions need to be booked and paid for in advance by Parentpay for each month, half-term or full term.
- Please note that refunds for unplanned absences can only be given in exceptional circumstances at the discretion of the Head Teacher, as costs are still incurred.
- Late payment of fees will be charged an extra £2 per session.
- 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.
- Please note that making a booking is regarded as acceptance of our Terms and Conditions.

LATE COLLECTION FEES

If you will be late for pick up at 6pm, please call 07759 473474. If pickups occur after 6pm on a regular basis, a late fee of £8 per child will be charged for the first 30 minutes; for every 15 minutes thereafter an additional £12 will be charged to cover staff overtime costs.

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 the event of a compliment, concern or complaint, Alexandra Primary School Clubs welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to 1.Mrs Selina Anson, Extended School manager 2. The Head Teacher and/or read the complaints policy and procedure on our website.

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 Anson. All voucher payments must be released at time of booking.