



Raglan Primary School After School Care Club Application Form

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Child's Full Name:	
Child's preferred Name:	Male/Female:
Full Postal Address and Postcode:	Date of Birth:
	Age:
	Class:
Name of 1 st Parent/Guardian:	Name of 2 nd Parent/Guardian:
Home Telephone Number	Home Telephone Number:
Work Telephone Number:	Work Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

Emergency Contacts

Please ensure that you notify us immediately of any changes to contact information.

1.Name:	Relationship to child:
Address:	Mobile Telephone:
Home telephone:	Work Telephone:
2.Name:	Relationship to child:
Address:	Mobile Telephone:
Home Telephone:	Work Telephone:

If you wish to book Regular Confirmed Bookings please specify which day(s) of the week you wish for your child to attend the Raglan After School Care Club. **This would need to be for at least a term.**

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £10 per child per Regular Confirmed session or

Please tick this box if you wish to register for Ad-hoc bookings. Charge: £12 per Session – you will be invoiced for these sessions at the end of each half term (unless advised otherwise).

Please complete separate forms for each child.

Medical Information

Doctor's Name: _____

Doctor's Address: _____

Doctor's Telephone Number: _____

Any other relevant medical information
(Allergies, Family medical history, pre-existing injuries etc)

Does your child need to take medication whilst attending the club? (if Yes, please complete a permission to administer medication form) _____

Are there any foods or drinks your child is not allowed to consume? If Yes please list-

Due to (please circle): preference religion allergy other



Raglan Primary School After School Care Club **Terms and Conditions**

Child's Name:.....
Raglan After School Care Club – Parent Copy

From September 2016 we are starting a Raglan After School Care Club which will be run by the school.

What we offer

Our Club follows the play work principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available. We will also run age appropriate adult led activities and physical activities where possible.

We provide a variety of healthy snack options and promote independence, by encouraging the children to help to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Booking and Payment of Fees

Regular Confirmed Booking – These bookings are pre-arranged for the same days each week. Payments are made termly in advance on receipt of an invoice at the charge of £10 per session. Payment can be split into two instalments with the second cheque post-dated in line with the 2nd half term (dates detailed on your invoice). We require a half term notice in writing if you wish to amend or cancel your sessions.

Ad-hoc Bookings – These bookings can be made by phoning the Club Leader between 3:00 pm and 6:00 pm or by text message to 07983855740. Alternatively you can make your request by emailing the Club Leader on – raglanafterschoolclub@raglan.bromley.sch.uk giving a minimum of 24hrs notice. The Club Leader will then contact you to confirm your booking. Each Ad-hoc booking will be charged at £12 per session and will be invoiced at the end of each half term. This is then payable by the first Friday back to school. Additional methods of payment will be made available in due course. If payment is not received we will be unable to take any further ad-hoc booking from you.

Please note that any booking that is not a Regular Confirmed Bookings are strictly subject to availability and cannot be guaranteed.

Payment can be made by cheque payable to Raglan Primary School, in cash (correct money only please) or via a Childcare Voucher Scheme (for Regular Confirmed Bookings only). If you wish to pay via a Childcare Voucher Scheme please let Lisa Margetts know in the office as soon as possible to ensure the necessary arrangements are in place. Please emails her on - lmargetts.305@lgflmail.org

Terms and Conditions

- I am aware that The Raglan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour & Relationships, Inclusion, Equality and Complaints. I can confirm that I am familiar with the policies which are available on the School's website.
- I understand I must complete a Registration Form before your child is allowed to stay at the Raglan After School Care Club. I will provide any additional information which may be relevant in caring for my child eg allergies, medical, additional needs etc which must be given to the Club leader and any care plans will be provided and any updated version will be given. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- When collecting my children I should arrive at the Studio and ensure my child is signed out on departure. I am aware that no child can be collected by anyone under 16 years of age and anyone collecting my child must be known by the club staff or know the registered security password.
- The Raglan After School Care Club must be advised if my child attends an after school activity club on the same day they are booked into the Raglan After School Care Club so that they can arrange the safe handover from one to the other.
- I understand that The Raglan After School Care Club will be open from 3:15pm – 6:00pm and will be held in the Studio. The session will finish promptly at 6:00pm. Late fees will apply at the rate of £12.50 for every 15 minutes after 6pm.
- In line with the School policy The Raglan After School Care Club will not be held responsible for the loss of valuables.
- Information held by Raglan After School Care Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concern, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including: Local Authority Designated Officer for Safeguarding and Social Care in line the school's Child Protection Policy,
- I confirm that I have read and understood the Terms and Conditions above:

My Collection Security Password is :.....

Child's Name.....

Signature of Parent/Carer.....

Date:.....



Raglan Primary School After School Care Club **Terms and Conditions**

Child's Name:.....
Raglan After School Care Club – School Copy

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