LABOR OMNIA VINCIT



Application Form

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Wrap Around service needed							
Breakfast Club		After School Club			Both		
Child's First Name		Child's Surname		DOB		Class	
Home Address				Doctor's Address/Contact number			
It is an OFSTED requirement to give at least one emergency contact details **other than parent** details.							
Contact Name				Contact Name			
Relationship				Relationship			
Address				Address			
Home Tel:				Home Tel:			
Work Tel:				Work Tel:			
Mobile:				Mobile:			
Please tick permissions. Prescribed medication will need a separate consent form.							
Photos	Sun Cream	Face Paints	Plasters	First Aid	Collection password if anyone other than those listed above will collect your child		
Are there any conditions that After School Club should be aware of?							
Medical conditions				Allergies			
Hearing				Vision/Eyesight			
Speech Difficulties				Dietary needs			
Vegetarian				Any religious beliefs that effect diet in any way			

The school will ensure that we are:	Parents must ensure that they will:
• Support parents by supplying childcare from 8am-8.20am and/or 3.20pm – 5.30pm. • Adequate staffing ratios. • A Nutritious snack or breakfast in line with food standards. • There is no reduction in cost for a child who doesn't eat breakfast or a snack. • Range of play activities. • Help with homework when requested at ASC. • At the end of Breakfast Club children in F1-Year 2 will be take to class. Children in year 3 and upwards are expected to make their own way to the class. • At the beginning of After School Club children in F1-Year 2 will be collected from class. Children in year 3 and upwards are expected to make their own way to the club. • After School Club staff will be available on Dojo from 4pm until 6pm for any emergencies.	• Agree to pay for provisions a week in advance • If a place is no longer needed you need to cancel at least 24hours before to get a refund • If payments are not made in advance then places can be withdrawn with notice • All children are expected to behave well, to show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and each other • Parents must arrive on time to collect their children, please contact through phone or Dojo if there is an emergency • Payments are to be made via School Money.

We feel that providing this service we can support parents who work or need childcare before and after school club with qualified school staff who are familiar to the children.

- The club is led by members of school staff.
- There will be a range of infant based activities such as drawing, painting, imaginative play, games, construction activities and much more!
- A nutritious snack consisting of a sandwich, fruit and fruit squash/water will be available each day.
- Bookings can be made on School Money or at the school office with a bank card.
- Payments will **not** be refunded if a child does not attend unless they have been sent home or are absent from school due to sickness.
- Should the school be closed for an exceptional reason (e.g. snow days/unavoidable emergencies/industrial action) a credit for that day will be made by the school.
- Payments **must not** be allowed to fall into arrears.
- Snack (Sandwich, fruit and fruit squash/water) will be included in the price of a session. **There is no reduction in cost for a child who does not eat a snack.**
- Payments are to be made online via SchoolMoney. A text with your log in details will be sent to you once your booking has been confirmed. Payment receipts will be issued via email.
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Costs
Breakfast Club – 8am-8.30am - £2 per child
8.20-onwards - £1 per child
After School Club – 3.20pm-5.30pm - £4.00 per child

Please be aware that due to high demand, After School Club operates a cancellation policy. If bookings need to be changed or cancelled, we require a minimum of 24 hours' notice. Please contact the school office to inform us of any changes. Unfortunately, anything less than 24 hours' notice will result in your payment being lost. If you have informed the school that your child/children are absent due to sickness, or has been sent home sick, then your payments will be credited.

I have read and agree to the terms and conditions:

Signed (Parent/Carer): _____ Date: _____

Staff are not responsible for your child/children after 5.30pm.
Late collection is deemed as neglect by social services.

Please message the club via Dojo by **5.00pm**, if you are running late.
You will be charged £1.00 every minute your child is in our care after 5.30pm.

The Sir Donald Bailey Academy aims to collect, process and store information in compliance with the General Data Protection Regulations. For further information, please see the Data Protection Policy on our school website.