



After School Club Booking Form.

PUPIL DETAILS

Name:		DoB:	
Address:		Telephone Number:	
Class:		Year Group:	

BOOKING DETAILS

I would like a full-time place Monday to Thursday for my child.		I would like to use the After-School Club on an ad-hoc basis and will inform the school in advance when required.	
I would like a regular part time place on the following days:	Monday	Tuesday	Wednesday
			Thursday

MEDICAL AND DIETARY INFORMATION

Does your child have any known medical conditions? Please specify.		Please provide details of any medication that your child takes:	
Does your child have any specific dietary needs, e.g. gluten free, vegetarian?		Does your child have any allergies?	

EMERGENCY CONTACT 1

EMERGENCY CONTACT 2

Name:		
Telephone Number:		
Relationship to the child:		

In the event of an emergency or illness the emergency name noted as 'Contact 1' will be our first point of contact. You MUST inform the school if someone other than the named contacts above will be picking up your child.

AFTER SCHOOL CLUB TERMS AND CONDITIONS

I confirm that I have received, read and understood Eversholt Lower school's Terms and Conditions for After school Club.	Signed:	
	Date:	



After School Club Terms and Conditions

After School Club is open to children attending Eversholt Lower School from Nursery to Year 4 and is run by qualified staff from the school.

The club runs from **3.15pm until 4.45pm**, at the end of the school day, **Monday to Thursday**, term-time only.

The club will provide an after school snack.

At 4.45am children will be released back to parents/carers from the main entrance.

Children must not bring their own toys, electronic devices, games or any items of value into After School club. We are unable to accept responsibility for such items.

It is the responsibility of the parent/carer to ensure that After School Club staff are informed of any changes to contact, medical or dietary details.

After School Club will not accept any children who are unwell. If a child becomes unwell during the club, the school will contact the listed emergency contacts as soon as possible.

The school will ensure that staff have had the necessary training to handle any emergencies.

Booking

Bookings must be made on the school booking form available from the school office at the least **48 hours** in advance. There may be exceptions in certain circumstances.

If your child will not be attending a session that they are registered for please inform the school office or After School Club staff giving as much notice as possible.

Places are capped at 15 children. We will run a waiting list if our numbers exceed this.

Payments

The charge for each session is **£6.00** per child. Payments must be made in advance.

Children in receipt of Pupil Premium may be entitled to a reduction in cost and are advised to approach the School Office for details.

Dietary Needs and Medical Conditions

It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the booking form and inform immediately if there are any changes.

Withdrawing an Offer of a Place

After School Club follows the School's behaviour policy to ensure consistency for children at the club.

The Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to children or adults running the club.
- Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.