



# **Ampney Crucis C of E Primary School**

## **Beech Tree Breakfast and After School Club Information Pack**

- **Introduction**
- **Registration Form**
- **Parent/Carer Agreement**
- **Booking Forms for 2023-24**

**If an emergency arises which will result in a delay in a child being collected, parents/carers must notify Beech Tree Club on Tel: 01285 851440**

**Ampney Crucis C of E Primary School**  
**Beech Tree Breakfast and After School Club**

All children who attend **must** be registered with the club.

**Child's Name**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Yr: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Email: \_\_\_\_\_

**Please give name of contact and telephone number in priority order (with 1 being the first person we would call)**

Priority	Name	Relationship to child	Phone number
1			
2			
3			
4			

**Please give the name, relationship and telephone number of anyone who may collect your child on your behalf**

Priority	Name	Relationship to child	Phone number
1			
2			
3			
4			

**Please note that for safeguarding purposes, we will not allow your child to be collected by anyone who is not listed above.**

Child's Doctor: \_\_\_\_\_ Tel No: \_\_\_\_\_

Surgery Address: \_\_\_\_\_

Special diets, allergies, health problems or anything else that you feel staff should know about your child:

\_\_\_\_\_

Does your child have asthma: Yes / No      If yes does he/she have a blue inhaler in school: Yes / No

- I consent to my child receiving medical treatment in the event of an **emergency**.
- I understand that Beech Tree Breakfast and After School Club cannot accept responsibility for the child's possessions or valuables whilst they are attending the club.
- Any information provided is purely for the use of Beech Tree Breakfast and After School Club and will not be passed to any other individual or organisation.
- **Data Protection Act 1998:** Data will be managed in line with the GDPR framework. More information can be found on the Ampney Crucis C of E Primary School website or by asking in the school office.
- I will ensure I pay promptly by Parent Pay. I understand failure to pay promptly may result in my child not being able to access the Beech Tree Club.

Parents/Carers Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Beech Tree Breakfast and After School Club : Parent/Carer Information and Agreement**

### **Aims**

- To support parents by providing out of school child care.
- To provide a range of planned, play based activities, including supervised outdoor play on the playground or sports field (weather permitting), imaginative play, toys/games/drawing/construction and other suitable activities. A quiet area will be provided for reading and homework, however this is not a homework club and staff cannot be responsible for the production or quality of homework. That responsibility remains with the child's parent/carers.
- To provide a safe, fun and friendly environment. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave the Beech Tree Club area to play outside unsupervised.

### **Admissions**

- Beech Tree Breakfast and After School Club is run by staff based at Ampney Crucis C of E Primary School. The facility is currently operating for children attending the school from Reception to Year 6 (ages 4-11).

### **Opening Times**

- Opening times are 7:45-8:30am before school and then 3:15–5:15pm after school during term time only, excluding INSET days. In the event of an emergency and Ampney Crucis C of E Primary School having to close, then the Beech Tree Club will also be closed.

### **Booking**

- We recommend that bookings are made well in advance as spaces are limited. Booking form must be handed in to the school office or popped into the green post box.
- We understand that there will be occasions when you need to book at short notice. If there is space available, we will try to accommodate your request, however we will need at least one school day notice.

### **Charges**

- Breakfast Club 7:45-8:30am is £3.50 for the first child and £2.50 per sibling thereafter.
- After School Club rates: 1 hour £5.00 and 2 hours £10.00 (siblings' rate £4.00 and £8.00 respectively).
- Any bookings made on the day, when you require after school care will incur an additional charge of £2.00.

### **Payment**

- Payment can be made using Parent Pay, Childcare Vouchers and Tax Free Childcare
- Payment needs to be made before the term begins.
- On Parent Pay you will see a new area called 'Beech Tree Club' has been set up for you. By clicking on the link you will be able to add in the amount owing and make payment. Please note unfortunately ParentPay will not show the amount owing, if you require this information, please contact the school office.
- Bookings for any one term will only be accepted if the previous term's balance is cleared.

### **Absence and Cancellation**

- Please contact the School Office on 01285 851440 or email: [admin@ampneycrucis.gloucs.sch.uk](mailto:admin@ampneycrucis.gloucs.sch.uk) if your child is for any reason unable to attend a session.
- Once your booking has been received and payment made, the fee is non-refundable for any cancellation made within 24 hours. The exception to this is illness.

### **Dropping Off and Collection**

- **Breakfast Club** - At the start of the day parents/carers must escort their children to the club leader. On arrival children will be signed in on the daily register. Parents must take responsibility for dropping their children off at the time they have booked, early arrivals cannot be accommodated.
- At 8:45 staff will direct the children to the agreed meeting point for their class.
- **After School Club** - At the end of the school day children will be directed or collected to ensure they are with the club leader. On arrival children will be signed in and any absences will be recorded. Parents/carers must sign children out of the After School Club on leaving. Children attending sports or activity clubs will be escorted to the After School Club when their club has finished.
- Beech Tree Club can only allow children to be collected by persons listed on the registration form. We must be notified beforehand of any changes to this arrangement in writing by the parent or carer.
- Beech Tree Club does not allow children to walk or cycle home alone.
- If an emergency arises which will result in a delay in a child being collected, parents/carers must notify Beech Tree Club on Tel: 01285 851440.

## Late Collection

- Late collection at the end of a child's session will incur the following penalty charges:
  - 10 minutes £5.00
  - Any thing over 10 minutes £15
- Beech Tree Club cannot accept responsibility for events involving children or parents prior to entering, or after leaving the building.

## Behaviour

- All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and each other.
- If children continue to behave inappropriately after the discipline procedure has been implemented and all attempts to accommodate them have failed, we may have to advise parents to remove their child from Beech Tree Club either permanently or temporarily depending on circumstances. Our prime concern is for the happiness and wellbeing of all the children.

## Illness and Medication

- Staff at Beech Tree Club are NOT permitted to administer medication to children. If a child becomes ill during a club 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 collected.
- In the case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than the basic first aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken.
- The registration form contains an authorisation giving staff permission to act "in loco parentis". If the parent/carer cannot be contacted, then a member of staff will invoke that authority to take action to gain appropriate medical treatment for that child. If you do not wish to give such authorisation, please delete the relevant paragraph on the registration form.
- All illness or accidents will be recorded appropriately, and parents/carers will be informed.

## Complaints

- In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff on duty at the club. If a parent is still concerned then the matter should be taken to the Headteacher.

Please list below all children that you have registered and sign below showing that you have understood and abide by this agreement:

..... (Name of Child)

..... (Name of Child)

..... (Name of Child)

..... (Name of Child)

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Name (PRINT): \_\_\_\_\_

***You will receive a photocopy of this signed agreement should we be able to offer your child a space at the Beech Tree Club. Thank you.***

### Office Use:

Copy to parents:

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Copy to Beech Tre

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