



Registration form for Breakfast and After School Club at St. David's

Thank you for completing your registration form for our wrap around care to secure your place.

Please ensure ALL sections of this registration form are fully completed and that all information given is accurate and kept up to date at all times, as any gaps will cause delay in processing.

Once you have fully completed this form please hand it into the school office or email it to

wraparoundcare@sda.dgat.org.uk

SECTION 1: CHILD REGISTRATION

1st Childs Full Name	Date of Birth	Age
Language spoken at home	Gender (please circle)	Year Group and Class
	<i>Male or Female</i>	
Does your child have any allergies?		
<i>If yes, please give details</i>		
Does your child have any dietary requirements?		
<i>If yes, please give details</i>		
Does your child take any medication?		
<i>If yes, you must inform the ASC Leader and complete a medication form</i>		
Does your child have any specific needs?		
<i>If yes, please give as much detail as possible so that we can ensure that we fully meet your child's needs.</i>		
2nd Childs Full Name	Date of Birth	Age
Language spoken at home	Gender (please circle)	Year Group and Class
	<i>Male or Female</i>	
Does your child have any allergies?		
<i>If yes, please give details</i>		
Does your child have any dietary requirements?		
<i>If yes, please give details</i>		
Does your child take any medication?		
<i>If yes, you must inform the ASC Leader and complete a medication form</i>		
Does your child have any specific needs?		
<i>If yes, please give as much detail as possible so that we can ensure that we fully meet your child's needs.</i>		



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SECTION 2: PARENT/CARER DETAILS

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Parent/Carer (1) Full Name:	Parent/Carer (2) Full Name:
Relationship to pupil:	Relationship to pupil:
Parental responsibility: YES/NO (please circle)	Parental responsibility: YES/NO (please circle)
Address:	Address:
Email address:	Email address:
Daytime contact number:	Daytime contact number:
Additional contact to be used in case of emergency. By providing the details of this contact, you confirm that they have your permission and are authorised to collect your child from Moreton Play Space.	
Emergency Contact 1 - Full Name:	Parental responsibility YES/NO (please circle)
Relationship to pupil:	Address:
Email address:	Daytime contact number:
Emergency Contact 2 Full Name:	Parental responsibility YES/NO (please circle)
Relationship to pupil:	Address:
Email address:	Daytime contact number:

All adults included in this form have agreed to be a contact and understand the school will hold their contact details on record.



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ST. DAVID'S C OF E PRIMARY SCHOOL – MORETON PLAY SPACE BEFORE AND AFTER SCHOOL CLUB TERMS AND CONDITIONS



1. Purpose

The purpose of these terms and conditions is to describe how the school delivers a before and after school club facility which is affordable, sustainable and of quality.

2. Introduction

Moreton Play Space Before and After School Club (MPS) is run by St. David's C of E Primary School and exists to provide a safe, happy and stimulating environment for the children, both before and after school.

The Club offers a reliable and consistent service giving peace of mind to busy parents. It offers a range of activities including outside play, creative activities, free play and quiet time. See page 2 for more details.

3. Admissions

- Only children attending St. David's C of E Primary School are eligible to attend MPS
 - All places are subject to availability
1. The registration process on Arbor must be completed prior to the child's commencement at MPS. Parents/carers must inform the ASC by email if any contact details change on the registration form.
- A copy of the terms and conditions is available on the school's website.
 - Booking sessions via Arbor is acknowledgment of acceptance of MPS terms and conditions.

4. Opening Times and Fee Structure

All sessions must be paid for in advance. This means your Arbor account must be in credit at all times. Sessions will not be allocated if the funds are not available.

	Opening Times	Fees
Before School Club	7.45am - 8.45am Breakfast is provided between 8.00 and 8.25am	£4.30 including breakfast
After School Club	3.15pm – 6.00pm Snack is provided at 4.30pm	Charges will apply for the following sessions or part thereof; 3.15pm – 4.30pm £6.40 3.15pm – 6.00pm £12.80 , including snack



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Please note that it is possible for your child to attend an activity for example Floorball, Recorder Club or J.A.M. and still come to MPS, however, the fee for the first session of After School Club (3.15pm – 4.30pm) will still be charged as a space needs to be held open for them.

There are no sessions:

- During the holidays
- On Inset Days

Moreton Play Space closes early on the last day of each full term, e.g. Christmas, Easter and Summer term

Session 1: 1.30pm to 2.45pm (please book the session which usually ends at 4.30pm)

Session 2: 1.30pm to 4.15pm (please book the session which normally ends at 6.00pm)

5. Arrival

Before School Club

- Parents are required to bring their children to the club which is located in the top hall.
- A doorbell is situated by the door at the top of the ramp leading to the top hall.
- All children are signed in here and then go through to the school so that we can ensure all staff are aware who has been signed in.

After School Club

- Children in Reception, Year 1 and Year 2 will be escorted to MPS by a member of staff.
- All other children will make their way along the corridors to MPS, they will not go into the playgrounds with the other children.
- The staff will take a register of all the children attending and will liaise with the Class Teacher or the Office to determine the reason why a child is not accounted for.

6. Departure

Before School Club

- Children in KS1 will be escorted by MPS staff to their relevant classrooms ready to start the day.
- Children in KS2 will be released into the school to make their way to their classrooms.

After School Club

- When a child is collected at the end of or part way through a session, they must be signed out by a member of staff and the time will be recorded together with the name of the person collecting.
- The parent/carer or named collector must ensure that a member of staff is aware that they are collecting the child.
- Parents/carers must ensure that the staff are aware of all the individuals who may collect their child. A new nominated person collecting a child must be agreed in advance with the MPS staff.

Session structure



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Free Play	Play Space allows the children to explore the world around them through free play. The children have a wide choice of activities from which to choose. These include; puzzles, art and craft materials, role play, construction and imaginative play, board games, Wii Dance and Sport, fiction and non-fiction books, musical instruments, karaoke and a music centre and table tennis.
Outside Play	Whenever possible, during the after-school club sessions, we encourage the children to have some outdoor play. We have a wonderful outdoor environment at St. David's and the children at Play Space also have access to their age-appropriate adventure play equipment. They can also choose from hoola-hoops, pogo sticks, skipping ropes, cricket, basketball, tennis, football, stilts, 2 and 3 wheeled scooters, ko-kart, Slider and tricycles.
Quiet Time	After snack we have a short session for quiet reading or homework. Every child is asked if they have homework or, if none has been given, they read their home reading book or choose one from the book box. Play Space staff will support children with their homework and reading if needed.

7. Booking

Regular Sessions

Following receipt of;

- Parents/carers need to register on Arbor and complete the MPS Before and After School Club contact and information sheet for each child attending.
- Read and accept the MPS terms and conditions

You will be able to book your child's place via the website once registered, payment confirms the booking. If you pay with Child Care Vouchers you will need to enter the amount paid, this will be confirmed by the school once payment goes into the school's bank account.

Regular bookings can be made termly or for an academic year in advance to

ensure peace of mind.



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Ad-hoc Sessions

Following receipt of;

- Registration on Arbor
- payment at the time of booking on Arbor

You will be able to book any sessions you require, subject to a space being available. Ad-hoc sessions are allocated on a **first-come, first-served basis**. Booking should be made via Arbor at all times. However, if you are having problems booking on the website, please call the school office on **01608 650521** for assistance.

8. Cancellations

Regular Sessions

- For all advance termly bookings, notice must be given before the end of each term if you do not wish your termly booking to continue in the new term.
- If the booking is left open at the end of term and a child does not then attend at the start of the following term, the full term's fees will still be due.
- If a child stops attending part way through a term the remaining fees for the term will still be charged.

Please speak to MPS staff if you have any queries **before** cancelling your place.

Ad-hoc Sessions – If a Parent/Carer cancels an ad-hoc session, they will still be charged for the session booked.

9. Fees and Charges

Fees will be charged for MPS sessions according to the charges shown on page 1 of this policy.

Fees will be charged;

- For part sessions e.g. a child attends from 3.15 – 3.50pm – a full session charge will be made
- Where a child is absent for any reason and a place has been held open for them (whether a regular or an ad-hoc session)
- When a regular space has been cancelled but the notice period has not ended (see Cancellations)

Fees will not be charged if:

- Your child is on a school residential trip
- The school is closed due, e.g. due to severe weather conditions
- The school takes the decision to close MPS due to unforeseen circumstances.

A Late Collection Fee from the After School Club:

Session 1: If a child is collected after 4.30pm the session fee for 4.30pm to 6.00pm will be charged. If



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there are insufficient funds in the account this will show as an outstanding fee. This will need to be cleared before further bookings can be made.

Session 2: If a child is collected after 6.00pm a late collection fee will be charged. The fee is currently £10.00 and will be made for each 15 minutes, or part thereof, that a parent arrives late to collect their child. Persistent lateness will result in access to the After School Club being withdrawn.

The parent/carer who signs the MPS Before and After School Club Agreement is known as the 'contracting parent/carer' and is responsible for ensuring that all fees, including late collection fees, are paid in accordance with the above requirements.

10. Behaviour

Whilst attending MPS children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at MPS

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- MPS awards given out during Friday's celebration assembly for exceptional accomplishments

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, MPS may decide to exclude the child temporarily or permanently. The reasons and processes will be explained to the parent/ carer and the child. Childcare will be withdrawn if a child's behaviour affects the safety of other children and adults or affects the smooth running of the setting.

11. First Aid

By signing this registration, parent/carers agree to our ASC staff administering first aid and/or



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taking the child to hospital for urgent medical attention.

- All accidents will be recorded in Medibook which is the school's online accident recording system
- All accidents will be reported to the parents/carers via Medibook and in person on collection from MPS at the end of the session.
- Accident records will give details of; time, date, nature of incident, type and location of the injury, action taken and by whom.
- All first aid will be attended to by a qualified first aider.

12. Illness

A child should not attend MPS if they are unwell. Please contact the school office for more information regarding exclusion guidelines for specific illnesses or infectious diseases.

If a child should be taken ill whilst they are at MPS, the parents/carers will be contacted immediately by phone using the contact preferences recorded in the school's database. You will be contacted by telephone in the first instance. If you wish to provide additional contact details for the times at which your child attends MPS, please ensure details have been given to the school office and are added to the school database. Please also ensure that the staff of MPS are informed.

If a child requires emergency medical attention, the parents/carers will be contacted immediately by phone using the contact preferences recorded in the school's database.

Preferences held in the database regarding medical treatment in emergencies situations will be followed if the parents/carers cannot be contacted.

13. Uncollected Children

If a child has not been collected by 6pm parents will be contacted in the first instance by telephone. The additional contacts given will be contacted next. If these contacts are unavailable after half an hour, the Police and Social Services will be informed.

For charges in relation to late collection, please see the 'Fees and Charges' section above.

I agree to the terms and conditions detailed in the registration form and will inform the ASC should any of my personal contact information change.

I understand that bookings are made in advance and payment is due immediately on receipt of invoice.

Parent/carers name (PRINT):

Parent/carers name: (SIGNATURE):

Date: