



Wardley CE Primary School
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Manchester
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BREAKFAST CLUB & AFTER SCHOOL CLUB

ADMISSION FORM and PARENT/CARER'S CONTACT DETAILS

CONFIDENTIAL

Child's details

Full name of child:	
Gender:	
Year Group:	
Date of birth:	

Child's medical information/individual needs

Name of doctor:	
Doctor's surgery & address:	
Postcode:	
Doctor's telephone number:	
Known medical conditions, allergies, and health needs:	
Dietary needs:	
Any other relevant information we should be aware of:	

Parent/carer's contact details

Parent/carer's details	Parent/carer contact 1	Parent/carer contact 2
Names of parent/carer:		
Relationship to child:		
Home address:		
Post code:		
Home telephone number:		
Work telephone number:		
Mobile:		
E-mail:		

Other persons authorised to collect your child or who can be contacted in case of emergency

Other adults:	Contact 3	Contact 4
Full name:		
Relationship to child:		
Personal password:		
Home address:		
Postcode:		
Home telephone no:		
Mobile:		
Work telephone no:		

Food

Children will be provided with toast/crumpet or a cereal bar and a drink at the before school club. In the after school club they will be provided with a light snack and a drink. It is therefore important that we are informed of any allergies/dietary needs etc.

Arrival at breakfast club: Children who attend Breakfast club should be brought to school by a responsible adult at the agreed time. Please use the hall entrance.

Arrival/collection of after school club: Nursery – Year 2 children will be brought to the after school club by a responsible adult. KS2 children will make their own way to the allotted room. At the end of the day children should be collected from the hall entrance by a designated adult. The club will be run from the hall but on occasions when this is in use a classroom may be used. It is therefore important that if you are collecting your child after 4pm (the office may not be manned at this time) you ring on the designated club mobile which is **07594 238883**. Your child will then be brought to the hall door for collection.

Parent/carers must notify the club **BEFORE** the start of the session (using the designated phone number) of any non-attendance, in accordance with the club's arrival & collection policy.

SHOULD A NAMED ADULT BE LATE FOR COLLECTION (AFTER 5.15pm), I UNDERSTAND A CHARGE OF £5 WILL BE MADE FOR EACH ADDITIONAL 15 MINUTES. This is to cover the cost of the extra time the two members of staff will be required to be in charge of your child. In the case of an emergency situation the club should be notified as soon as possible on the club's mobile number.

Arrangements in the case of illness

I will not send my child to the Club if they are unwell and will inform the Club as soon as possible of non-attendance.

I will also notify the Club as soon as possible if my child develops or is exposed to an infectious illness, so that the appropriate steps can be taken to notify other Club users if necessary.

The Club will inform you, as soon as reasonably practicable, if they are aware that a child has been exposed to a communicable disease whilst at club.

Medicines will not be administered.

Holidays

If I want to take my child/ren on holiday, I understand that fees will still be payable in order to retain the before/after school place.

Staffing Ratios

The statutory minimum ratio for children of reception age and above is now 1:30. If children younger than reception age attend then the standard early year's ratios of 1:8 have to be adhered to. Our clubs are run by two teaching assistants who are employed by the school. If we need extra staff then we have other members of staff who are able to help out.



Behaviour

The Club aims to offer a range of play activities in a welcoming atmosphere. I understand that any instances of unacceptable behaviour will be dealt with in accordance with the behaviour policy.

Bullying, harassment, intimidation and any behaviour that is likely to lead to the health and safety of others being compromised will not be tolerated. (See anti-bullying policy).

The Club will record details of more serious breaches and discuss them with me as relevant to my child.

Equal opportunities

The Club aims to provide equality of opportunity for all children whatever their age, ability, gender, race or background. (See Equal Opportunities policy).

Complaints

The club welcomes suggestions and constructive criticism to help maintain a high quality of provision and will act on any complaints in accordance with the complaints procedures. (See complaints policy & procedures).

Emergency Procedures

The Club implements clear emergency procedures in case of fire or other significant incident

The Club will practise these half termly or sooner if necessary ie: (new child or staff member).

Health and Safety

The club will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised.

All staff working with food are required to have completed a Food Hygiene course and achieved the necessary recognition. They are expected to comply with regulations regarding food safety and hygiene.

A separate Administration of Medicines Policy outlines the school's procedures in relation to medicines.

All staff are trained in paediatric and first aid

A First Aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs

All out school policies can be found on the website at www.wardleyce.co.uk/

CLUB FEES

Breakfast club:	£4 first child and siblings will be £3.50
After school club:	£6.50 first child & siblings will be £5.50

I agree to pay the above fees on a weekly basis in advance. I understand that fees are non refundable.

A booking fee of £10 will be required to secure a place (this will be refunded when your child leaves the club).

The Club will notify me of any changes in fees in writing at least one month before they are implemented.

I have read and understood the contract as set out above and agree to abide by them.

The Club reserves the right to make charges for non-attendance for whatever reason.

Non-payment of fees will jeopardise my child's place at the Club.

A TWO WEEK NOTICE IS NEEDED FOR A TERMINATION OF CONTRACT.

I can confirm that the information given above is correct, and I will contact the school as soon as any of the details change

Name of parent/carer:	
Signed:	
Date:	

The information provided will be shared with the before/after school club staff.

I give consent

I do not give consent



GDPR came into effect on 25 May 2018 we now have to inform parents how and why we store your data. Please read the privacy notice & data protection policy which can be found on our website.

PLEASE INDICATE BELOW THE PATTERN YOU WOULD LIKE YOUR CHILD TO ATTEND

BEFORE SCHOOL (FROM 7.30AM)

DAY	PLEASE TICK DAY REQUIRED	DAY	ANTICIPATED DROP OFF TIME
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

AFTER SCHOOL CLUB (to be collected no later than 5.15pm)

DAY	PLEASE TICK DAY REQUIRED	ANTICIPATED COLLECTION TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		