

Belgrave St. Bartholomew's Academy

Co-Principals: Mrs J. Craig and Mr G.
Barlow



'ABC Club' - Before and After School Club

Registration Pack

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

'ABC Club' - Before and After School Club

Terms & Conditions

Appendix A

- A booking is deemed to have been accepted when the completed and signed registration form has been submitted and the required places confirmed by Belgrave St. Bartholomew's Academy. This will be taken as a permanent booking until two weeks' notice has been given (if you wish to cancel the booking/place), or one week's notice is given to alter a booking. The registration form should provide three named contacts that would be able to collect your child. In all cases, acceptance of places will be subject to availability. The 'ABC Club' opening times are 7.30am – 8.25am and 3.10pm – 5.30pm.
- In the event of days being fully booked at 'ABC Club', a waiting list will be in operation. The following criteria will be applied:
 - 1) Parents who already have a sibling attending the club will be given first choice of available space.
 - 2) Parents who require regular morning/afternoon sessions each week.
- The school reserves the right to decline or to withdraw place/s
 - where payments are in arrears
 - in the event of persistent late pick-ups.
 - in the event of repeated or inappropriate behaviour
- If 'ABC Club' is unable to meet the needs of a child, they have the right to review the place allocated.
- The 'ABC Club' invoice represents fees for use of the club one week in advance and payment should be made as detailed on the invoice/SchoolMoney account.
- Any invoice may jeopardise the child or children's place until the debt is cleared in full. This place will be offered to another child if there is a waiting list for any/all of the sessions.
- Extra dates booked will be allocated subject to availability and the charge will be added to the following week on SchoolMoney. We will not swap these extra dates against a permanent booking.
- Payment may be made
 - online using www.schoolmoney.co.uk
 - via PayPoint (i.e. at the local Co-op, petrol station) using the Club/Extended Services barcode
- Places are payable even if not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity as a place will remain available should the event be cancelled.
- An additional charge will be made in the event of late pick-ups from After School sessions. Late pick-ups will be charged at £1 per minute, per child, from 5.30pm.

- Where a child has not been collected by 6.00pm and attempts to contact the parent or nominated carer have failed, the school will implement Safeguarding Procedures. At this point the 'ABC Club' will contact a member of the Senior Leadership Team, whereby the Police will be contacted and report the non-collection to the Duty Social Services contact.
- Any changes to pick up arrangements must be made in advance by telephone to the school office 8.30am-4:15pm on 01782 486341, or the 'ABC Club' from 4:15pm onwards on 01782 486341. Any changes must be made by an adult authorised on the booking form or known to the school. (This is to ensure legal safeguarding requirements are met).
- Two weeks cancellation notice is required to cancel a place at the 'ABC Club', or one week's notice to make changes to a booking. Sessions not used during this duration will be chargeable. Once notice has been given sessions will be released and offered to other pupils on the waiting list.

I have read and understood and agree to comply with 'ABC Club' Terms & Conditions.

Child/Children's Name(s):

.....

.....

Signed: Date:

Print Name:

Relationship to child/children:

'ABC Club' - Before and After School Club Charging

Appendix B

Before School Club from 7.30am	£4.00 per session
After School Club	£7.00 per session
For both before and after school club sessions	£10.00
After School Club Sibling Discount	£12.00 for 2 children per session
	£18.00 for 3 children per session
	£24.00 for 4 children per session
Late Collection Charge 3:10 – 3:40	£2.00
Late Collection Charge 3:40 – 5:30	£7.00

'ABC Club' - Before and After School Club
Registration Forms
Appendix C

Child/Children's Personal Information

FULL NAME/S:			
Date(s) of birth:			
Home address:			
Post Code:		Telephone:	

Parent/Carer information 1

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Parent/Carer information 2

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Additional contact information

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Child/Children's medical information

Doctor's Practice, name and address:		Medical conditions:	<i>If there is more than one child on this registration form, please clearly write which child or children have the medical condition/s.</i>
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I agree that staff can administer first aid to my child/children in an emergency medical situation.

Yes [] No []

DIETARY INFORMATION (if different for each child, please specify)

Vegetarian []

Vegan []

Halal []

Allergy information (please include child/children's name):

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Does your child/children have any additional needs we should be aware of?

Yes [] No []

If so, please give details in the box below.

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Using the table below, please tick the days and sessions you require.

	Mon	Tues	Wed	Thurs	Fri
Before School Club					
After School Club					

Nominated individuals authorised to collect your child/children from 'ABC Club'

The following people have my authority to collect my child from 'ABC Club – before and after school club.

Please provide on the list below the full names of all the individuals authorised to collect your child from 'ABC Club', including parents and carers.

	Full Name	Relationship to child/children
1		
2		
3		

If 'ABC Club' staff have been informed that one person is collecting your child and this changes, please inform 'ABC Club' beforehand on 01782 236999 from 3.00pm.

Any further information about your child/children that you would like to provide.

I can confirm that all of the information above is correct. []

I can confirm that I have read, understand and agree to the terms and conditions as outlined in the policy. []

Signed: Date:

Print Name:

Relationship to child/children: