



Glendale Infant School Early Bird & After School Club Pack

Early Bird and After School Club is available to all children attending Glendale Infant School.

At the club the children will be able to participate in a wide range of activities, with opportunities to play a variety of games; physical activities, food activities, arts & crafts, as well as having the chance to relax or read. We aim to provide a safe and fun environment.

The application form within this pack must be completed and returned for each child you wish to register at the club. If your child is not registered to attend they will not be given a space in any session.

Early Bird Club

Early Bird Club operates during school term times and welcomes children from 08.00am each morning. It does **NOT** provide breakfast.

Morning sessions do **NOT** have to be booked in advance, you can turn up with your child(ren) on the day, but they must already be registered to attend. Payment needs to be in advance or at the time of dropping off, a place may well be refused if this is not the case.

The cost of the session is £3.00 from 08.00am per child
£1.00 from 08.30am per child

After School Club

After School Club, as with Early Bird Club, operates during term time and is available from the end of school until 5.00pm. The club provides toys, games, crafts and physical activities. A snack and drink is provided for the children as they arrive at the club.

The cost of the session is: £3.00 per hour, per child.

Staffing and other details

All staff are qualified or appropriately experienced and have an enhanced DBS check. The club is run according to the guidelines set out by Ofsted. There will be a qualified first aider on site at all times. As we are registered with Ofsted through our school registration, the club will be inspected alongside the school.

Bookings

Bookings for After School Club need to be made by **5pm Thursday** in the week prior to needing the space(s). Booking forms need to be handed in along with the payment for the sessions. Please complete one for each child. Failure to do so may result in a place not being available for your child(ren.) Booking forms are available to download from the website, they are also available from the Club or the main office. Completed booking forms and the payment can be handed in to a staff member at the club or to the main office.

Fees

Early Bird Club - £3.00 from 8.00am/£1.00 from 8.30am per session, per child
After School Club - £3.00 per hour, per child

Either by cash, or cheque, made payable to Glendale Infant School.

The club also runs a Pre-payment system, whereby you can add money at any time prior to using the club. Staff will notify you when funds are running low and you need to 'top up.'

Contact Details

The Early Bird and After School Club may be contacted during club hours, by telephoning 07398 270603. A message can be left at other times and the club lead Mrs Haynes will pick these up on a daily basis. In an emergency you can contact the school office.

General Details

- When dropping off or collecting children, please report to the door next to the Year 1 classrooms/Glendale Pre-School building, at the rear of the school. This can be accessed via the pedestrian entrance from Heath End Road direction or from across the main playground.
- All children attending the Early Bird Club will be taken to their class in time for registration.
- The teacher or TA will accompany reception children attending After School Club to 'The Link'.
- If your child attends an after school activity they will be escorted to the club afterwards.
- Children will have access to drinking water at all times.
- The staff will inform you of any accident/incidents affecting your child, all accidents are recorded and an adult's signature will be required on collection.

Glendale Infant School Early Bird & After School Club

Terms and conditions of care

By signing the application form, I hereby agree to abide by the following terms and conditions;

- All days **not** attended **must** be paid for in full, if you have contacted school to inform that your child is off school due to illness, a credit will be applied to your account.
- I/we will supply any additional information, which may be significant in caring for my child on enrolment. Including but not limited to allergies, religious dietary requirements and any additional needs.
- I/we will ensure that staff are advised of any specific care plans that may be in place for my child.
- I/we will telephone the club and make them aware of any changes regarding who will be collecting my child(ren.) I/we will ensure they are 15 years or older and they have the pre-arranged password (on the application form.) I/we understand that if this procedure is not followed my child/ren will **NOT** be able to leave the premises.
- I/we understand that should I be late to collect my child a charge will be imposed of £6 for every 15 minutes, or part thereof, after 5.00pm or 4.00pm if your child(ren) have only been booked in for an hour session.
- I/we understand that places for After School Club must be booked in advance, by **5pm the Thursday** in the week before.
- All payments must be made in advance for After School Club and at the time of dropping off for Early Bird Club. Failure to comply on 3 occasions will result in your child(ren's) places being withdrawn.
- I/we will ensure our child(ren) has/have been signed in/out by a member of club staff before leaving the building.
- Persistent late collections may lead to the loss of my child(ren's) place at the club.
- I/we will keep the club updated of any changes in circumstances.
- I/we understand the club accept no responsibility or liability for any valuables brought to the club by any child.
- The club reserves the right to revoke a place on the grounds of anti-social behaviour or any repeated behaviour affecting the well-being of the club in general.

Child's Name:

Parent/Carers Name:

Signature:

Date:

Glendale Infant School Early Bird & After School Club

Registration Form

Full Name of Child:		Full Name of Parent/Carer(s):	
Date of Birth:	Age:	Gender:	Class:
Glendale Siblings Name(s) and Class(es):			
Parent/Carer(s): (Please include all possible numbers including home, work and mobile where applicable) Phone Numbers:		Name: _____ home _____ work _____ mobile _____ Name: _____ home _____ work _____ mobile _____	
Phone Numbers:		Signed:	
Other Named People with Permission to Collect Child(ren): <i>I confirm that all contacts listed on this form have given their permission to share their contact details with school.</i>			
Name 1:		Phone No.	
Name 2:		Phone No.	
Name 3:		Phone No.	

Password for Collections:

(Please ensure any people collecting are aware of it, it is only likely to be asked for whilst staff are getting to know the adults)

Emergency Treatment:**Signed:**

I agree/understand that in the event of an emergency and no contact can be made with me, then the school will act on my behalf in the best interest of my child.

Data Protection Legislation – The school is registered with the Information Commissioner for holding and processing personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfil our legal duties. You can notify us of a withdrawal or change in writing by contacting school: parents.glendale@welearn365.com

Date:**Signed:**

Weekly Booking Form

Week Beginning: _____

Name of Child: _____ Class: _____

	Early Bird <i>(optional)</i>		After School Club (MUST BE BOOKED)			Total Cost
	8.00am	8.30am	3pm- 4pm	3pm- 5pm	*4pm- 5pm	
	£3.00	£1.00	£3.00	£6.00	£3.00	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

*This option can be used if you wish your child to attend After School Club following reading club, football etc.

Please note this booking form **will not** be accepted without the full payment.

I enclose the payment with this booking form.

I wish to use the Pre-Payment System.
(I have checked the amount of credit with staff).

Name:

Signed:

Date: