

## Breakfast and After School Club Registration Form

Completed forms may be returned to the School Office or to Breakfast or Afterschool club staff. Please complete one form per child. If you need to provide any additional information, please write overleaf.

Name of pupil: \_\_\_\_\_

Name(s) of siblings at school \_\_\_\_\_

Name(s) of all adults authorised to collect the pupil from after school club: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Please also provide the name and contact telephone number of someone (not a parent) that we can contact in an emergency, if we are unable to contact you:

Emergency contact name: \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

**Please ensure that you have made arrangements with this nominated person that we can contact them to collect your child in the event that you are unexpectedly delayed beyond the after school club closing time of 6pm.**

In the event of a person named above collecting the pupil who is not known to after school club staff, please give a password which can be used for security.

Password: \_\_\_\_\_

We may alter the terms and conditions of after school club and breakfast club to ensure the safety of the children and efficient operation. The most up to date terms and conditions can be found on the school website.

I have read, understand and accept the breakfast and after school club terms and conditions.

Signature of parent or guardian: \_\_\_\_\_

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

## **Breakfast and after school club terms and conditions of use**

**Admission** Breakfast and after school club is offered to all pupils at Banstead Preparatory School, and places are available on a first-come-first-served basis. Please complete and sign a registration form for each child using the breakfast or after school club, agreeing to the terms and conditions.

**Fees** Current fees are available on the school website. Fees are charged for each 15 minute period (or part of a 15 minute period) that a pupil is present in after school club. In Breakfast Club the charge is per session with or without breakfast.

Fees are invoiced in arrears at the end of each term with the school's tuition fees and will be payable within existing Direct Debit arrangements or by the first day of the next term. Banstead Prep reserves the right to deny access to After School Club or Breakfast Club if fees are not settled in full on or before the due date.

<b>Times</b>	Breakfast Club	7.30am until 8.00am
	After School Club	4.00pm until 6.00pm

Banstead Prep reserves the right to change these times but will inform parents well in advance of any change.

**Arrivals** Pupils should be taken directly to the Breakfast and After School Club building (access via the gate to the side of Heath House/ Bursary) and the bell should be rung for attention. A written record will be kept of your child's arrival and departure and any other service provided.

**Collection** Pupils should be collected from the Breakfast and After School Club building (access via the main pupil entrance gate which will be unlocked from 4pm) and the bell should be rung for attention. Pupils must be collected by one of the adults named on their Registration Form. If you wish a person who is not named on the Registration Form to collect your child please notify the After School Club in advance, in writing, and provide both the After School Club and the person collecting the pupil with a pre-agreed password for security purposes. After School Club staff may ask for identification from anyone collecting pupils (including those who are already authorised to collect another pupil.)

**Late Pick Ups** A charge of £20 per 15 minutes (or part of a 15 minute period) may be applied in the event of any pupil being collected after the advertised finish time of After School Club. We will contact your emergency contact if your child has not been collected by 6pm.

**Pupil Behaviour** The School operates a behaviour policy which is available on the School Website. The behaviour policy continues to operate during Breakfast Club and After School Club.

**Adult Behaviour** The behaviour of all adults collecting pupils should be courteous and respectful, especially in the presence of other children. Unacceptable behaviour of a pupil or an associated adult may result in exclusion from Breakfast and After School Club. We may take appropriate action against any person in breach of this condition.

**Illness** Pupils who are unwell will not be accepted into After School Club or Breakfast Club. If a pupil becomes ill during the session, parents will be contacted and/or informed on pick-up.

**Accidents and First Aid** After School Club and Breakfast Club staff are trained and qualified in first aid and will administer first aid if required in the event of an accident. The person collecting the pupil will be informed of the incident.

**Medication** We are sorry that After School Club and Breakfast Club staff are not able to administer medicines.

**Snack or Foods** After School and Breakfast Club staff are trained and qualified in serving food. A snack tea may be ordered from the kitchen via the order form, available from the School Office or the school website. Any foods served will be invoiced with fees on the terms set out above. Your child may bring in their own snacks which should be stored in a cool place and not taken into classrooms. Nuts or products containing nuts are not allowed in school.

**Policies and procedures** The following Policies and Procedures, as adopted by the Afterschool Club and Breakfast Club, are available on the School Website:

- Behaviour Policy
- Safeguarding Policy
- Equal Opportunities
- Complaints Procedure
- Missing Child Policy
- Special Needs
- Accidents and First Aid

**Special Circumstances** In the event of any special circumstances please inform the After School Club/Breakfast Club in advance in writing (via the School Office).

**Fees Errors** Should you consider that the amount charged for Breakfast or After School club is incorrect, please notify the School Business Manager in writing within 21 days of receipt of your invoice. The invoice will remain payable in full by the due date, however the circumstances will be investigated and, if appropriate, any sums invoiced in error will be credited to the pupil's account.

**Change of personal details** If there are any changes in your child's personal details such as address, telephone numbers, emergency numbers or medical conditions please inform the school office immediately as Breakfast Club and After School Club staff use this information.