**MINCHINHAMPTON C OF E PRIMARY ACADEMY**

**AFTER-SCHOOL**

**FUN CLUB**

**AUTUMN TERM 2**

**2020**



**PARENTS INFORMATION PACK**

**MINCHINHAMPTON C OF E PRIMARY ACADEMY SCHOOL**

**AFTER-SCHOOL FUN CLUB REGISTRATION FORM**

*A registration form must be completed before any child can attend Fun Club. Please complete all forms for each child who may be attending.*

Child’s Surname……………………………………………….. Child’s First Names………………………………………..

Preferred Name (if different)…………………………. Class:……………………….

DOB:………………………………….. Sex (M/F) (please delete as applicable)

Home Address…………………………………………………………………………………………………………………………. ……… …………………………………………………………………………………………………………………………………………………………………………………………………… Post Code:…………………. . Telephone Number……………………………………………………………..

Child’s Doctor: Name:……………………………………………………… Surgery Address……………………………………………………………………………………………………………………… Telephone Number………………………………….

Medical Information:

Does your child have any general allergies/intolerances/health problems (e.g. asthma)? Yes/No.

If Yes, can you describe the issues:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Does your child have any known food allergies? Yes/No. If Yes, can you tell us the foods involved:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Has your child been immunised against Tetanus? Yes/No.

Date of immunisation:…………………………………

Is there any other information that staff should be made aware of?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Staff are **ONLY** permitted to administer prescribed medication, in its original packaging, with written permission and full instructions regarding the administering of the medicine. Staff are First Aid trained.

**Home Time:**

Children are to be collected, by one of the people listed below:

|  |  |  |
| --- | --- | --- |
| Name: | Relationship to Child | Contact Telephone Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If your child becomes ill during a session, we will endeavour to contact you or one of the `emergency contacts’ listed below.

Please be aware, a member of the team will act `in loco parentis’ in an emergency situation . Under such circumstances, the manager will take action to gain the appropriate medical treatment for your child.

**Emergency Contacts:**

First Contact Name:………………………………………………………..

Relationship to Child……………………………………………………….

Tel no’s: Home:……………………………………. Work…………………………………………… Mobile……………………………………………

Second Contact Name:………………………………………………………..

Relationship to Child……………………………………………………….

Tel no’s: Home:……………………………………. Work…………………………………………… Mobile……………………………………………

* I consent to my child receiving medical treatment and if necessary taken to hospital in the event of an emergency.
* I understand Minchinhampton School Fun Club cannot accept any responsibility for the child’s possessions or valuables while attending the Club.
* I agree to pay for the sessions in advance. (see separate booking form)

Under NO circumstances are the children permitted to book/cancel themselves. If other arrangements have been made once a child has been booked in, staff will not allow that child to leave unless their parent/carer has cancelled the sessions. As noted elsewhere, there will be no refunds for cancelled sessions.

Parent/Carer’s Name:…………………………………………………………………………………………………………………..

Signature:…………………………………………………………………………

Date:………………………………………………………………………………...

PLEASE EMAIL FORMS BACK TO: [funclub@minchschool.net](mailto:funclub@minchschool.net), OR BRING TO THE SCHOOL OFFICE

**CONSENT FORM**

**MINCHINHAMPTON C OF E PRIMARY ACADEMY AFTER-SCHOOL**

**FUN CLUB**

Occasionally at Fun Club we may take photos of the children, take them off the school premises. To do this we need your permission. Please tick the relevant box:

I/we give consent to have photos taken of my child. I/we give consent to the photos being published on the school website

Yes No 

I/we give consent to my child being taken off school premises. I/we understand that notification will be given prior to any such occurrence

Yes No 

There may be times when your child needs to have medicine administered during the school day, and therefore during Fun Club. We need written permission and full instructions on administering the medicine:

I/we give consent for a first aid trained staff member to administer any necessary medicine, and will provide written permission and necessary details of administering medication to your child.

Yes No 

**Child’s Name:………………………………………………………………..**

**Signed:……………………………………………………………………………**

**Relationship to Child:………………………………………………………**

**Date:…………………………………………………………**

**MINCHINHAMPTON C OF E PRIMARY ACADEMY SCHOOL AFTER-SCHOOL FUN CLUB**

**BOOKING FORM – Autumn Term 2 2020**

**2nd November –18 th December 2020**

**This is a Term-time only club**

**The Club runs from A 3.15pm – 5.00pm (charge £6) or B 3.15pm- 5.30pm (charge £8).**

**EXCEPTION: PLEASE NOTE FRIDAYS FINISH AT 5.00 PM.**

**You can choose A or B, or a mix of both if that is more convenient. There will be some flexibility for additional short notice requests if spaces are available.**

We do request you collect your child on time, but if you do go past the allotted time for collection, we will have to make an additional charge. (See below).

**NB: IF ANY INFORMATION HAS CHANGED (I E CONTACT LIST) PLEASE INFORM MRS BAILEY**

**Contact: Mrs Paula Bailey – 01453883273 or via** [**funclub@minchschool.net**](mailto:funclub@minchschool.net)

**Child’s Name:………………………………………………………….. Class:……………………………………**

**W/C: Monday Tuesday Wednesday Thursday Friday**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2/11/20 | 2nd | 3rd | 4th | 5th | 6th |
| 9/11/20 | 9th | 10th | 11th | 12th | 13th |
| 16/11/20 | 16th | 17th | 18th | 19th | 20th |
| 23/11/20 | 23rd | 24th | 25th | 26th | 27th |
| 30/11/20 | 30th | 1st | 2nd | 3rd | 4th |
| 7/12/20 | 7th | 8th | 9th | 10th | 11th |
| 14/12/20 | 14th | 15th | 16th | 17th | 18th |

**Cancellation:** Please note that once you have paid and your place confirmed, no refunds will be given, unless there are exceptional circumstances, as your child has a place which could have been offered to others. Please contact Mrs Bailey if you need to discuss this.

**Late Collection**: we request that you collect, or make arrangements to have your child collected on time. If you go past the allotted collection time, we will charge an extra £5 for every 15 minutes you are late.

**Contact telephone number: 01453 883273**

**PAYMENT FOR CLUB:**

Please indicate below, how you wish to pay. You will receive an invoice from us shortly after you have returned your booking form, so it will be helpful if you can indicate your preferred payment method here:

* Cheque: to be made out to `Minchinhampton C of E Primary Academy’
* Cash
* BACs payment to the School’s Account: Lloyds Bank, Sort code: 30-98-29; Account no: 67197968
* Childcare vouchers – please see office if you wish to pay this way, as the school may have to set up your service provider.

If you have any queries or concerns regarding payment, please get in touch with the Finance staff in the school office, or Mrs Bailey.

**PLEASE NOTE: EVEN IF YOU ARE A REGULAR USER OF THE FUN CLUB, YOU WILL STILL NEED TO COMPLETE A BOOKING FORM.**

**THANK YOU**

**\*I agree to the conditions stated**

**\*I understand I will be charged half-termly, and payment must be received in advance of the new half- term starting.**

**Name: Parent/Carer:………………………………………………….**

**Telephone number (in case of query):……………………………………………………**

**Signed: (Parent/Carer)…………………………………………………….. Date:……………………………………….**