

Belgrave St. Bartholomew's Academy

Principal: 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 on the ParentPay system. 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.
- Bookings are made on the ParentPay system on a 'first come, first serve' basis.
- The school reserves the right to decline or to withdraw place/s
 - 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.
- Payment may be made through ParentPay, at time of booking only.
- Un-cancelled 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, past from After School sessions. Late pick-ups past 5.30 will be charged at an additional £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 8.00am-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).

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:

Before School Club from 7.30am	£4.00 per session
After School Club until 5.30pm	£7.00 per session
After school Club until 4.30pm (short session)	£5.00 per session
Sibling Discount <small>(applies to all siblings booked at the same time)</small>	-£1.00 per session
Late Collection Charge <small>(up to 30 minutes)</small>	£4.00
Late Collection Charge after 5.30pm	£1.00 per minute

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

Child/Children's Personal Information

FULL NAME/S:	
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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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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
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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: