



School's Out -

After School Club,

Telephone number: 0756 1192766 – text anytime / phone from 3.30pm

The After School Club is open term time only from 3.15pm – 5.15pm each day (except last day of each term) and is a play project for 4 – 11 year olds attending Bevendean Primary School.

Please note that School's Out, although run on school premises, is being run by a private organisation. However you will be familiar with the staff running it.

1.0 Welcome

Thank you for booking your child into School's Out - After School Club. This pack contains an application/registration form and important details that you should read and retain for your information.

School's Out is open every day, during the school term, apart from the last day of each term and a few specific days *. We provide a safe secure setting within the school premises with staff who are experienced and qualified. Children have the freedom to choose their activities and they will be encouraged to develop their social skills, confidence and independence.

Children will attend straight from their class after school at 3.15pm or if they are attending an after school club at 4.15 when this finishes.

The club operates from the Community Room and we have access to the green field areas, hall, playgrounds and cookery room.

2.0 The Registration form

This is an important form and needs to be completed in full. We need this information before your child's first day at the club. Without the form we are unable to take accept your child at School's Out.

It is important that we have details of a child's medical conditions, fears or anxieties so that we can make their time with us a pleasant one. Because we are not being operated by the school, they are not able to provide these details.

All information is confidential and should you have any queries, please ask a member of staff for advice.

3.0 Snacks

During the session water is freely available and we will provide your child with a healthy snack. We are able to cater for children with special dietary requirements. Should you have any queries or wish to discuss your child's dietary needs, please come in and have a chat with one of the leaders.

4.0 First Aid

All our staff are First Aid trained

5.0 Collection time and conditions

All children must be collected by a registered parent/carer at the end of each session.

If the person collecting your child is not recognised by staff as one of the named people on the child's registration form, they will be asked for identification. If this cannot be produced or the person collecting is not registered we will not allow the child to leave with that person.

We understand that at times this may be inconvenient but the safety of the children is paramount.

If you have to change the person collecting during the day, you must call School's Out on..... and leave full details of the person coming that day and also request that they carry some identification or agree a password with the School Office.

We do not have a policy preventing young people collecting siblings, but we would ask you to consider carefully the route home and the age of the young person collecting. We prefer them to be at least 14 before they are entrusted with collecting siblings but understand that this is your decision ultimately. If School's Out staff are concerned about the person collecting's ability to escort the children safely, they may approach you for a chat.

A child who has not been collected within half an hour of our closing time of 5.15pm (after we have tried all contact numbers) will become the responsibility of Social Services.

6.0 Payments

You will be liable for additional cost incurred where staff have to remain on site after 5.15pm – see section 7

The prices are as follows:

Time	Cost per child	sibling
1. 3.15pm - 5.15pm	£10.00	£8.00
2. 4.15pm – 5.15pm	£6.00	£5.00

All sessions must be paid for in advance (on a weekly or monthly basis). Should you wish to change your child's booked days at the club, we will do so, spaces permitting and with at least 48 hours' notice. All cheques should be made payable to School's Out. Should a cheque be returned, the payee will be liable for bank charges/ costs incurred.

If you are going on holiday or just having the odd day off, you need to give 2 weeks' notice. There will be no charge if notice is given.

If you have any problems or concerns please talk to a School's Out leaders.

7.0 Lateness

The session closes at 5.15pm. The staff then have a short time to clear away all the equipment and review the session. This is a very busy and important finish time for the staff. There are issues about health and safety if the staff are using cleaning materials whilst children are present. Late collection can often be distressing for children, who are often anxious to be home at this time of day.

Parent/Carers who pick their child up late from 5.30pm will have to pay the price of another session: £10

If no-one turns up to collect a child and no-one telephones to explain:

- ✦ From 5.20pm School's Out staff will telephone the registered alternative contact numbers.
- ✦ 5.30pm late payment start time
- ✦ If by 5.45pm no-one can be contacted and there has been no other contact with a parent/carer, the co-ordinator will call the social services duty officer to inform them of the situation and will follow their advice as to where to take your child. This may be to a social services location or to a secure venue such as the central police station.
- ✦ Every effort will be made to contact an appropriate person who can collect your child; however if no one can be contacted, your child may be registered into care for the night for their own safety. Efforts will continue to be made to inform the parent/carer.
- ✦ The club co-ordinators are not authorised to deliver children home.

These procedures look scary and official on paper but all the adults involved will be doing their best to make the experience as stress free as possible for your child. Involving social services is for safety and security, not in order to 'report' the parent/carer. There may be very good and reasonable causes why such a situation might occur and staff will not judge you or talk to others about the situation.

* School's Out will NOT run on the last day of term, Friday 7th April 2017 and Friday 25th July 2017. It will be closed for all INSET days.

NO CHILD CAN ATTEND THE SCHOOL'S OUT CLUB WITHOUT A COMPLETED REGISTRATION FORM. Please fill in the attached form making sure you fill out all parts and sign each time it is indicated.



Registration Form (confidential)
School's Out is for 4 – 11 year olds only

Child's Name:

Date of Birth:

Name of Parent/Carer at Address below:

Address:

Tel No. Day:

Mobile No:

Work No:

Name of Any other Parent/Carer who may pick up your child:

Address of this person:

Tel No. Day:

Mobile No:

You need to tell us the contact details for 2 other people you can rely on to pick up your child should you be unable to do so.

Name:

Name:

Address:

Address:

Phone Number:

Phone Number:

Mobile Number:

Mobile Number:

Does your Child have any known allergies? (Please give details)

Does your child have any known medical conditions? (Please give details)

If your child needs medication administered while they are in the care of School's Out it will be necessary to fill in a medical form at the school office.

Does your child have any special dietary needs? (Please give details)

Which AFTERNOONS would you like your child to attend SCHOOL'S OUT? (Please circle day)
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Payment: Pricing see separate form - By Cash (pending cheque)

School's Out may go on outings. If you are happy to give your permission now for these outings please sign below.

If you do not wish to sign now, the co-ordinator will ensure you receive a consent form so you have the opportunity to give consent nearer the time.

I agree to my child attending any School's Out outing.

Signed: _____

I give my permission for School's Out staff to apply Sun Cream. Yes No

I give my permission for my child to be face painted. Yes No

I give my permission for photos to be taken of my child as a record of the scheme to be used in displays and discussion. Yes No

In the unlikely event that your child should be involved in an emergency medical situation, it would be helpful if you can give consent now for the staff to agree to emergency medical treatment. This is entirely at your discretion.

I consent to any emergency medical treatment necessary during the running of School's Out. I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Signed: _____

Signed: _____ (the main parent / carer)

Date: _____