

Willows After School Club

Based at The Willows School
Newlyn Place, Fishermead Milton Keynes MK6 2LP
Tel: 01908 528803 (before 3pm), 07934 961098(after 3pm)

WELCOME AND REGISTRATION PACK

Welcome to our After School Club

The Willows After School Club is run by The Willows School and EYC and is based in the Bumblebees Room of the School nursery. Sessions run from the end of the school day (3pm) until 6pm during term time only. We offer up to 16 places a day for children currently at The Willows School (from Foundation Stage 1/age 3 upwards) and the Club is run by qualified staff.

We offer a homely environment where the children will be given lots of choice about what they can do. This could be sitting quietly with a book, playing on the computer, colouring, constructing something, playing a board game or playing outside in the secure play area. There will be lots of activities for the children to be involved in.

We value our relationship with parents, (by parents we include guardians, foster parents, and others who have care responsibilities for children) and are committed to working in partnership with you to provide top quality play and care for your children. You are welcome at any time to discuss our work or have a chat about what your child has been doing.

The After School Club costs £12 per session and includes a snack and drinks.

Sessions must be booked and paid for a week in advance. We are also happy to accept longer booking periods e.g. half termly, termly. Where a full week is booked, a 10% discount is available for second and subsequent siblings:

- First child - £60 for a full week
- Second and subsequent child - £54 for a full week

As part of the terms and conditions of accepting a place at the Club, you will need to agree to the late collection fees and cancellation fees which are laid out in the attached documents. We have to charge these fees to cover the cost of staff time.

We can accept Childcare vouchers for part or full payment (If you are in employment and pay income tax, this is a tax free way of paying for the After School Club. Speak to your employer for more details). You will need to quote our OFSTED number which is 110379.

As we are limited to 16 children a day, we book on a "first come, first served" basis.

If you have any further queries, please do not hesitate to contact me or the School Office.

Joanna Orbell
Headteacher

Part of: The Willows School and Early Years Centre
Fishermead Boulevard, Fishermead, Milton Keynes MK6 2LP
Tel: 01908 528803 Email: office@thewillowseyc.org.uk
Website: www.thewillowsmk.org

Willows After School Club

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REGISTRATION PACK

This pack contains the following:

For you to keep:

1. Reference copy of Terms and Conditions
2. Reference copy of Parental Contract of Agreement
3. Reference copy of Parental Permissions/e-safety form
4. School dates calendar

To be completed and returned to the School Office:

5. Registration Form
6. Signed Parental Contract
7. Parental Permissions/e-safety form
8. Allergy information form

Willows After School Club

Part of: The Willows School and Early Years Centre

1. TERMS AND CONDITIONS (Parent/Guardian Copy)

Your child is accepted at the Willows After School Club subject to your agreement to the following conditions. Please read carefully before signing.

1. **REGISTRATION.** All children must be registered with the After School Club before they can attend and all relevant forms must be completed by the parent/guardian.
2. **COST.** The After School Club will cost £12 per session and will include a snack and drinks. Where a full week is booked, a 10% discount is available for second and subsequent siblings:
 - First child - £60 for a full week
 - Second and subsequent child - £54 for a full week
3. **BOOKING. A place is confirmed when space is available and the sessions have been paid for in full.** Sessions will be booked on a "first come, first served" basis. Booking can be made for up to a term in advance. **All bookings forms must be returned by the Monday before the week you are booking.**
4. **PAYMENT. Fees are payable in advance either weekly or monthly** by cheque, cash, direct payment into the School's bank account or Childcare vouchers. You will be invoiced when you book your session and **payment should be made by the Thursday before the week you are booking (for weekly paid sessions) or on the Thursday before the period you are booking from (for monthly/termly paid sessions).**
5. **We reserve the right to cancel sessions if payment has not been received in full in advance of the sessions required.**
6. **CHILDCARE VOUCHERS.** We can accept Childcare vouchers for part or full payment (If you are in employment and pay income tax, this is a tax free way of paying for the After School Club. Speak to your employer for more details). You will need to quote our OFSTED number which is 110379
7. **START TIME.** Children will be transferred to the After School Club at the end of the school day.
8. **COLLECTION.** Children can be collected at any time but no later than 6pm. There is a **late collection fee** of £5 for the first ten minutes you are late and £5 for every subsequent 10 minutes. The decision of the Club Leader is final. If parents are persistently late, we reserve the right to refuse further sessions to the family.
9. **SAFEGUARDING.** Staff need to be informed if someone other than the parent/guardian will be collecting the child.

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10. **CANCELLATION.** We charge cancellation fees because we still have to cover the cost of the place if we have been given short notice of an absence.

- Weekly booking: failing to attend a booked session – full charge
- Half termly or longer booking: Failing to or unable to attend a booked session – one week's notice required otherwise charged in full
- Sickness – where the child has been in school but is then absent from a booked session, the session will be charged in full

11. **BEHAVIOUR.** We expect all children to respect all other children and staff members, including visitors, regardless of their age, gender, race, religion and abilities. We expect children to follow the positive behaviour expectations below:

- Listen to all staff members and follow their instructions
- Walk carefully around the club (no running inside)
- Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated and will be dealt with according to the School's behaviour policy and procedures.

We reserve the right to suspend After School Club place/s if a child's behaviour affects the safety and/or wellbeing of other children or staff. Unacceptable behaviour from a child may result in contacting their parent/guardian to collect them before a session has ended.

12. **We reserve the right to alter these terms and conditions on a termly basis and will advise parents of any changes in the term prior to the changes taking place eg parents will be told of changes from the Summer term before the end of the Spring term.**

2. PARENTAL CONTRACT OF AGREEMENT (Parent/Guardian Copy)

The parent(s) of any child/children attending either BC/ASC should have read and understood the "Terms and Conditions" before signing the following declaration:

1. Having read, understood and accepted all statements made in the "Terms and Conditions", I would like my/our child/children to be accepted into the club.
2. I/We understand that any decisions made by the manager will be final.
3. I/We agree to pay the session fees directly or through any of the Childcare Voucher schemes we are registered with.
4. I/We will ensure all relevant forms have been completed and signed as necessary.
5. I/We understand that the clubs run from after school until 6pm and that there will be a charge for late collection of children.
6. I/We undertake to inform the staff if someone other than the parent/guardian is to collect my/our child/children. If we have not informed staff, then collection by an unknown adult may be refused.
7. I/We understand that sessions must be paid for in full in advance and that cancellation fees apply (see Terms and Conditions).
8. I/We understand that my/our child/children will follow the positive behaviour expectations below and that The Willows School reserves the right to suspend After School Club place/s if a child's behaviour affects the safety and/or wellbeing of other children or staff.
 - Listen to all staff members and follow their instructions
 - Walk carefully around the club (no running inside)
 - Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)

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3. PARENTAL PERMISSION FORM (Parent/Guardian Copy)

WALKS

I give permission for my child to be taken off the school premises for walks. I understand that I will be notified in advance of each walk and each walk will be fully supervised in accordance with the school policies.

PHOTOGRAPHS and VIDEOS

From time to time we take photos or videos of the children – these are for internal displays, to record particular activities, and as publicity material for articles featuring the Centre; either in the local paper or for Milton Keynes Council. This may mean that some photos would appear on the internet.

I agree to allow The Willows School and Early Years Centre and Milton Keynes Council to keep and use photographs or videos taken of my child(ren) at the school in any of their publicity material.

DATA PROTECTION

The Willows School and Early Years Centre is registered under the Data protection Act 1998 for holding personal data. The Centre has a duty to protect this information and to keep it up to date.

The school is required to share some of the data with Milton Keynes Council and other government agencies.

Information given may be shared with the whole of the Early Years Centre and future schools to save it having to be collected again.

Pebble's Children's Centre is dedicated to providing services for you and your family that are applicable to your individual needs and will help your family develop and flourish. Our services are confidential and we will not pass information on without your consent. We would only share information with partner organisations, and solely for the purpose of providing a better service for you.

I understand that the School will share data appropriately. I agree to my details being held with Pebbles Children's Centre and understand that information may be shared with partner organisations.

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The Willows School and Early Learning Centre E-Safety Rules

All children use computers with access to the internet as an essential part of learning, as required by the Department for Education (DfE). Parents/carers are asked to sign on behalf of their child to show that the e-safety rules have been understood and agreed. Further information can be seen on our website: www.thewillowsmk.org

Agreement:

- I have read and understand on my child's behalf the school's 'Think then Click' e-safety rules:
 - i. We only use the internet when an adult is with us
 - ii. We can click on the buttons or links when we know what they do
 - iii. We can search the internet with an adult
 - iv. We always ask if we get lost on the internet
 - v. We can send and open emails together
 - vi. We can write polite and friendly emails to people that we know
 - vii. We will always ask for help if we are not sure
- My child will use the computer, network, internet access and other new technologies in a responsible way at all times.
- I know that my child's use of the network and the internet may be monitored.
- I never tell anyone I meet on the internet my home address, telephone number or school's name, unless my teacher specifically gives me permission.
- I understand the information on the internet may not always be reliable and sources may need to be checked.
- I understand that my child will not be able to use the internet if they do not follow the rules.

Parent's consent for web publication of work and photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understand the school e-safety rules and give permission for my child to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but I appreciate this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree the school is not liable for any damages arising from internet facilities.

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School Dates Calendar 2019/2020

September 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020						
M	T	W	T	F	S	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020**						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



white dates, children attend school



grey dates, no school



black dates, Willows Teacher Training Days, children not at school

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5. REGISTRATION FORM – STRICTLY CONFIDENTIAL

(To complete & return a form for each child)

Full name of child		Date of birth
Mother's name	Fathers' name	
Position of child in family (eg 1 st , 2 nd , 3 rd , etc) & names of brothers and sisters		
Home address	Telephone:	
Post code	Mobile number:	
Parent's workplace addresses (in case we need to contact you during working hours)		
Mother's work address	Fathers work address	
Telephone	Telephone	
Names of other persons (over 18) authorised by parents to collect the child if different from the above. <u>Children will only be allowed to leave with a named person</u>		
1.	2.	
Name:	Name:	
Relationship:	Relationship:	
Contact number	Contact number	
EMERGENCY MEDICAL TREATMENT		
I give permission for staff of the school or after school club to give first aid treatment to my son or daughter in case of emergency during the running of the club. I authorise the club 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 of endanger my child's health and safety.		
Signed (parent/carer):		Date:
Name of family doctor:		
Surgery address:		
Telephone:		

(copy retained in School Office and ASC)

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Has your child any ongoing health problems we need to know about ? (please write details below)

Does your child have any Special Educational Needs? (please write details below)

Does your child have any special dietary requirements? (please give details below)

Do you have any special requests in terms of religious observances, food, clothing, health etc? (Please write details below)

Is your child using nappies or pull ups? YES/NO

Is your child able to use a toilet on their own? YES/NO

Is there any background information on your child which may help us to understand him/her better, eg siblings, pets, fears, special words for things, or any recent family event which may have affected your child.

For office use only (Tick as appropriate)

- Signed Parental Contract received back
- Parental Permissions/e-safety form received back
- Allergy information form received back
- ?
- ?
- ?

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6. PARENTAL CONTRACT OF AGREEMENT (To sign & return)

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2. I/We understand that any decisions made by the manager will be final.
3. I/We agree to pay the session fees directly or through any of the Childcare Voucher schemes we are registered with.
4. I/We will ensure all relevant forms have been completed and signed as necessary.
5. I/We understand that the clubs run from after school until 6pm and that there will be a charge for late collection of children.
6. I/We undertake to inform the staff if someone other than the parent/guardian is to collect my/our child/children. If we have not informed staff, then collection by an unknown adult may be refused.
7. I/We understand that sessions must be paid for in full in advance and that cancellation fees apply (see Terms and Conditions).

Parent/guardian to sign below:

Name of Child:	
Parent/Guardian Name:	
Print Name:	
Date:	
Relationship to Child:	

(copy retained in School Office and ASC)

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7. PARENTAL PERMISSION FORM (To sign & return)

Pupil's name..... Class

Parent's Name..... Date.....

WALKS

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➤ **Signed (parent/carer)**.....

PHOTOGRAPHS and VIDEOS

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I understand that the School will share data appropriately. I agree to my details being held with Pebbles Children's Centre and understand that information may be shared with partner organisations.

➤ **Signed (parent/carer)**.....*PTO continues overleaf*

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Agreement:

- I have read and understand on my child's behalf the school's 'Think then Click' e-safety rules:
 - viii. We only use the internet when an adult is with us
 - ix. We can click on the buttons or links when we know what they do
 - x. We can search the internet with an adult
 - xi. We always ask if we get lost on the internet
 - xii. We can send and open emails together
 - xiii. We can write polite and friendly emails to people that we know
 - xiv. We will always ask for help if we are not sure
- My child will use the computer, network, internet access and other new technologies in a responsible way at all times.
- I know that my child's use of the network and the internet may be monitored.
- I never tell anyone I meet on the internet my home address, telephone number or school's name, unless my teacher specifically gives me permission.
- I understand the information on the internet may not always be reliable and sources may need to be checked.
- I understand that my child will not be able to use the internet if they do not follow the rules.

➤ **Signed (parent/carer)**.....

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I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

➤ **Signed (parent/carer)**.....

Parent's Consent for Internet Access

I have read and understand the school e-safety rules and give permission for my child to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but I appreciate this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree the school is not liable for any damages arising from internet facilities.

➤ **Signed (parent/carer)**.....



➤ (copy retained in School Office and ASC)

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8. ALLERGY INFORMATION FORM (To complete & return)

The site is a nut free school please do not bring food containing nuts onto the site at any time.

If at any time these details change please let the school know immediately

Childs name

Class

My child does **not** have any food allergies or intolerance

My child **does** have a food allergy/s or intolerance

If they have an allergy or allergies, please list below:

.....

How does it affect them i.e. what happens when they eat the food?

.....

.....

.....

Do they need an EpiPen:

If your child has an allergy, we may need to see a medical letter from your doctor. We will let you know if this is necessary. Once we are informed, we can put a put processes in place to minimise the risk.

Signed:.....parent/carerdate

Snacks will be provided at the After School Club. Please list below any other foods your child cannot eat:

.....

.....

.....

(copy retained in School Office and ASC)