

**Ainderby Kids Club (Before/After School Care)**

**Child Registration Form – (to be brought to the first session)**

Name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Primary Parent/Carers \_\_\_\_\_

Landline Telephone \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of all persons with parental responsibility \_\_\_\_\_  
(if different from above)

**Emergency contact details**

1. Name \_\_\_\_\_ Contact No. \_\_\_\_\_

2. Name \_\_\_\_\_ Contact No. \_\_\_\_\_

3. Name \_\_\_\_\_ Contact No. \_\_\_\_\_

4. Name \_\_\_\_\_ Contact No. \_\_\_\_\_

**GP Details**

Surgery \_\_\_\_\_ Doctors \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

**Food allergies** – does your child have any food allergies Yes / No

\_\_\_\_\_  
\_\_\_\_\_

Any further information we need to know:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

## **About the Club**

Ainderby Kids Club is a school led club providing wrap around care, term time, for children who attend the school. We are based in the back porta cabin which is now the spare classroom due to our new classroom being built. It has a secure outdoor space, or supervised access to the school field and play areas.

Children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available including craft, board games, construction, computers, DVD's physical play, cookery and reading. We welcome the children's suggestions.

Children will be provided with breakfast at the morning session and a snack at the after school session. The afternoon snack is not meant to replace tea, but to keep them satisfied until they are collected and taken home. We promote independence and children will be encouraged to help prepare their snacks and to clear away after themselves.

## **Admission**

We require a completed registration form for your child to attend the club. This information will be treated confidentially.

## **Arrivals and Departures**

Before school club times: 8.00am – 9.00am.

Please bring children straight round to the porta cabin. At the start of the school day children will be taken to their classrooms.

After school club times: 3.30pm – 4.30pm or 3.30pm-5.30pm

Children to be collected from the porta cabin, please ensure you notify us of anyone different collecting your child/children.

Persistent late collection of children will incur additional fees.

## **Fees/Payment**

£5 per hour for the first child and £4 for subsequent children

Invoices will be given at the end of each month. Fees are payable by cash or cheque. Cheques should be made payable to Ainderby Steeple School. Please note payment must be made within 7 working days of receipt of the invoice or you will incur a late payment fee of £10.

Cancellation fees:

- Less than 24 hours notice – full fee charged
- More than 24 hours notice – no charge

## **Illness**

If your child is unable to attend the before school club due to illness please contact school shortly after 8.00am and before 8.15am.

If your child becomes unwell whilst at the club we will contact you to make arrangements for them to be collected.

## **Behaviour**

Children are asked to behave in an appropriate manner in the same way that they do in school. The club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

Unacceptable behaviour will be dealt with immediately and appropriately. We will keep you informed of unacceptable behaviour.

## **Complaints Procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the staff member at Ainderby Kids Club or arrange to speak to the Headteacher.