

After School Club Parent Information Booklet



Griffithstown Primary School

Reviewed: Autumn 2016

After School Club

Registered person: Miss N Roche

Telephone: 07814310016

Email: griffithstownasc@hotmail.com

Opening Times (term time only)

- Monday – Thursday: 3.20pm – 5.30pm
- Friday : 3.20pm – 5.15pm
- All sessions must be booked and paid for at the start of each week or daily. The After School Club (ASC) will not accept payment in arrears.
- Parents are offered places on a first come/first served basis.
- Parents are welcome to book on ‘an occasional basis’ providing there are available spaces (but the pupil must be pre-registered).
- No child will be accepted until a registration form has been completed and handed in to the registered person (Miss N Roche)
- The registration form requires important details that must be updated to ensure we have a clear line of communication and are aware of all medical needs.
- Parents must inform the registered person (giving 24 hours’ notice) of changes to ‘booked’ days. Parents **will be** charged for days if **no** notice is received/recorded.

Charges

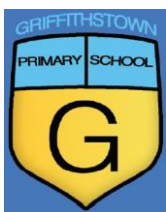
- Administration fee: £5.00 must be paid with each application
- £3.50 for 1 hour
- £7.00 for whole session
- Additional £7.00 if a child is not collected by 5.40pm
- Fees cannot be refunded if a child does not attend, unless the child has gone home ill from school. In such a situation, the registered person may offer credit for other sessions.
- A record of payment will be maintained by the registered person.

Tax Credits

- Credits can be claimed because we are a school-based club
- School Code: 6782321

Information

- The After School Club (ASC) promotes the mission, vision and aims of Griffithstown Primary School.
- All incidents of discriminatory behaviour related to appearance, race, gender, faith etc. will be reported and recorded.
- All concerns/questions should be shared with the registered person in the first instance. If you are not happy with the outcome, you should contact the head teacher. See the school **Complaints Policy** on the website:
www.griffithstown-primary.co.uk
- The club can accommodate up to 24 children. The registered person and the ASC team will meet the social, physical, intellectual, creative and emotional needs of each child.
- The ASC will use appropriate indoor/outdoor areas and provide opportunities for pupils to participate in IT, art, craft, board games, story telling and sport.
- Infant pupils will be escorted from their classes to the ASC room.
- A file of all policies and procedures is available for parents.
- Pupils must be collected by parents, carers, other known adults (see registration forms). A ‘sign out’ book will be available for parents/carers to sign at the end of each session. A daily register is kept, along with information about each child’s individual needs and emergency contact details.
- Parents are encouraged to comment on the club or talk to staff about their child’s needs. Regular questionnaires will be sent to all parents to help improve our provision.
- Half termly topic webs will be displayed on the club noticeboard and shared on the school website. Children will participate in the planning of activities.
- Incidental Welsh will be used during the session.



After School Club Registration

Griffithstown Primary School



Child's Details

Name of child:	
Gender:	
Date of birth:	
Home address:	
Home telephone:	

Emergency Contact Details

1st Contact

Name of adult:	
Relationship to child:	
Home telephone:	
Mobile number:	

2nd Contact

Name of adult:	
Relationship to child:	
Home telephone:	
Mobile number:	

3rd Contact

Name of adult:	
Relationship to child:	
Home telephone:	
Mobile number:	

4th Contact

Name of adult:	
Relationship to child:	
Home telephone:	
Mobile number:	

Children must only be collected by adults from the (above) Emergency Contact Details



After School Club



Medical Details

Name of doctor:	
Doctor's Surgery Address:	
Doctor's telephone:	

My child *has / has no medical conditions/allergies/dietary needs. Please give details:

Any other details or relevant information you feel staff should be aware of:
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Bookings

Please circle the days when you want your child to attend.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
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I want the sessions to start from:	
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Parent/Carer signature:	
Date:	