



Meadowbank Lodge

AFTER SCHOOL CLUB

- ❖ PLEDGE TO PARENTS
- ❖ CONTRACT WITH PARENTS
- ❖ PARENTAL CONSENT FORM
- ❖ RECORD OF INFORMATION
- ❖ TERMS AND CONDITIONS

FOR ALL OTHER POLICIES AND PROCEDURES PLEASE REFER TO
PARENTS NOTICE BOARD.

IF YOU REQUIRE ANY FURTHER INFORMATION PLEASE SPEAK TO A
MEMBER OF STAFF.

Telephone No: 0161 428 6286 Option 4





Meadowbank Lodge

AFTER SCHOOL CLUB

PLEDGE TO PARENTS

We value our relationship with parents and are committed to working in partnership with you, to provide high quality play and care for your children.

We will:

- ❖ Keep you informed of opening times, fees, programmes of activities and procedures.
- ❖ Be consistent and reliable to enable you to plan with confidence and peace of mind.
- ❖ Share and discuss your child's achievements, experiences, progress and friendships.
- ❖ Listen to your views and concerns to ensure that we continue to meet your needs.



We aim to:

- ❖ Provide high quality childcare in a safe environment.
- ❖ Provide suitably qualified and experienced staff.
- ❖ Work in partnership with parents.
- ❖ Make our club an enjoyable place to be.





Meadowbank Lodge

AFTER SCHOOL CLUB

CONTRACT WITH PARENTS

OPENING TIMES: 3.20pm – 5.55pm term time only.

All children **MUST** be collected by 5.55pm promptly.

Club staff members must be informed of who will be collecting your child and of any changes that may arise.

FEES: £6.50 per session for the first child and £6.00 for other siblings.

All fees must be paid at least **ONE WEEK** in advance.

(Individual registration forms must be completed for each child)

Childs name: _____

Days that your child will be attending the club. Please tick the appropriate days.

Monday Tuesday Wednesday Thursday Friday

Signed: _____
(Parent/Carer)

Signed: _____
(Club Leader)

Date: _____

Date: _____

Contract start date: _____

(This is the first day that your child will attend the club)



Meadowbank Lodge

AFTER SCHOOL CLUB

PARENTAL CONSENT FORM

I give consent for my child _____ to be photographed for the Meadowbank Lodge display, newsletter and school website purposes only.

Yes No

I give consent for the Meadowbank Lodge staff to apply sun cream to my child

Yes No

- I allow the Meadowbank Lodge staff to apply their own brand
- I will supply my own brand

I give my consent for the Meadowbank Lodge staff to apply face paints to my child.

Yes No

I give my consent for the Meadowbank Lodge staff to take my child on short supervised trips.

Yes No

Parent/Carer* name *(please print)* _____ Signed _____

Date _____



Meadowbank Lodge

AFTER SCHOOL CLUB

Record of Information (One form to be completed for each child)

Child's Full Name: _____ Preferred/Used name: _____

D.O.B _____ HomeAddress: _____

_____ Postcode: _____

Mother's name _____ Mobile/contact number: _____

Mother's place of work: _____ Work telephone number: _____

Father's name: _____ Mobile number: _____

Father's place of work: _____ Work telephone number: _____

Who has legal parental responsibility for your child 1: _____ 2: _____

Emergency contact if parents unavailable: _____

Tel number: _____ Relationship to child: _____

Name of person collecting your child: _____ Relationship to child: _____

Child's G.P.: _____ G.P. Tel number: _____

Address of G.P.: _____

Does your child have any additional needs, allergies or medical conditions that we should know about?

Yes No (please state) _____

Anything else the Out of School staff should know about? _____

I agree to follow Meadowbank Primary school's medicine's in school policy with regard to my child needing medicines at the club: Yes No

I consent to my child receiving medical treatment in an emergency Yes No

I certify that to the best of my knowledge all the above information is correct, and accept it is my responsibility to update information when necessary.

Parents signature: _____ Date: _____



Meadowbank Lodge

AFTER SCHOOL CLUB

TERMS AND CONDITIONS

The Meadowbank Lodge is not a 'drop in', all sessions must be booked and paid for the week before the sessions are due to begin and if you wish to cancel or change any sessions you are required to give 4 weeks' notice. If your account is not in credit on the day your child(ren) is due to attend, your child(ren) will not be able to attend the Club that night (and until the account is in credit) and alternative arrangements will need to be made to collect them at the end of the school day. We will hold your place open for a maximum of 5 working days, of which remain payable. If payment is not made by day 5, your place will be cancelled and given to somebody on the waiting list. You will then have to join the bottom of the waiting list.

The Meadowbank Lodge closes at 6pm prompt, therefore you will need to arrive to collect your child no later than 5.55pm. **If your child has not been collected by 6pm, we will charge a late collection fee of £5 per child per 15minutes (or part of) after 6pm.** For example, if you pick your child up at 6.10pm you will be charged £5. If you pick your child up at 6.25pm you will be charged £10. This fee will be added to your Parentpay account.

Sessions missed due to illness or other arrangements will remain payable.

If we (the school or Meadowbank Lodge) need to make any more than 3 calls to you regarding your account dropping into arrears within any one term, your child's place will be cancelled with immediate effect.

If anybody other than the persons named in the contract is to collect your child(ren), you must provide the Meadowbank Lodge with this information before 2.45pm on the day. You should leave a "Safe Word" and this word will need to be used by the person collecting before your child will be allowed to leave with them.

If any contact details change or you move address, you must inform the Meadowbank Lodge with immediate effect.

I understand that:

- the after school club is NOT a 'drop in' and I need to book set days which I wish to use.
- if I wish to change or cancel any sessions in my Meadowbank Lodge contract I must provide minimum 4 weeks notice.
- if my child(ren) is unable to attend any session, I will inform the Meadowbank Lodge before 2.45pm on 0161 428 6286 Option 4.
- any sessions missed, either due to absence or other arrangements remain payable just as with a child care provider off school site.
- that payment must be made **ONE WEEK in ADVANCE** minimum.
- my child(ren) must be collected by 6pm promptly and I am aware that, if I or any person collecting my child(ren) is late, a fee of £5 per child per 15 minutes (or part of) will have to be paid and will be added to my ParentPay account.
- I need to check my ParentPay account on a regular basis to ensure that there is sufficient funds to cover the Meadowbank Lodge fees.
- If anybody other than those named is collecting my child(ren) I will inform the Meadowbank Lodge by 2.45pm providing them with a "Safe Word" and that this word must be used by the person collecting them
- I need to inform the Meadowbank Lodge if any contact details change or I move address.
- My child's place will be cancelled if payment is not made within 5 working days of it going into arrears and that they will not be able to attend the Club whilst my account is in debit.
- If the office needs to call me 3 times in any one term regarding arrears, the place will be cancelled immediately.

I agree with the above Terms and Conditions

Signed: _____ Please print name _____

Date: _____ (all contracts subject to the acceptance of the After School Club Terms and Conditions)



Meadowbank Lodge

AFTER SCHOOL CLUB

Dear Parent/Carer,

I would like to take this opportunity to welcome you to the Meadowbank Lodge After School Club.

Unfortunately the after school club is run differently from the breakfast club and cannot be used as a 'drop in'. Parents must book set days which they wish to use. **If you wish to change any sessions in your Meadowbank Lodge contract you must provide 4 weeks' notice.** Additionally, if your child is unable to attend a session already booked, please can you inform the Meadowbank Lodge before 2.45pm. **Parents must be aware that sessions missed, either due to absence or other arrangements must be paid for,** just as with a child care provider off school site.

All sessions must be booked and paid for a minimum one week in advance and if you wish to cancel any sessions you are required to give 4 weeks' notice.

The Meadowbank Lodge closes at 6pm prompt, please arrive to collect your child no later than 5.55pm. **If your child has not been collected by 6pm, we will charge a late collection fee of £5 per child per 15minutes (or part of) after 6pm.** E.g. If you pick your child up at 6.10pm you will be charged £5. If you pick your child up at 6.25pm you will be charged £10. This fee will added to your ParentPay account.

If anybody other than the persons named in the contract is to collect your child(ren), you must provide the Meadowbank Lodge with this information before 2.45pm on the day. You should leave a "Safe Word" and this word will need to be used by the person collecting before your child(ren) will be allowed to leave with them

I look forward to your co-operation in the smooth running of the Meadowbank Lodge and trust you understand the need to have clear set guidelines.

Kind regards

Mrs E Meaney
Meadowbank Lodge
After School Club Manager



Meadowbank Lodge

AFTER SCHOOL CLUB

CHANGE OF CONTACT DETAILS:

Child's Name: _____

Days attended Monday Tuesday Wednesday Thursday Friday

Parent/Carer Name: _____

New Contact numbers: Mobile : _____

Home: _____ Work: _____

Parent/Carer Name: _____

New Contact numbers: Mobile : _____

Home: _____ Work: _____

Names of Persons able to collect my child(ren):

1: _____ 2. _____

Relationship to child: _____ Relationship to child: _____

SAFE WORD USED: _____