

EXECUTIVE HEADTEACHER:

**Ms Helen Comfort**

(B.A.Ed.Hons, NPQH)

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St. Margaret's-at-Cliffe Primary School on Facebook

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*'For Learning That Lasts A Lifetime'*

January 2024

Dear Parent/Carer

### **AFTER SCHOOL CHILDCARE SERVICE**

We offer a term time After-School Childcare Service to you and your families. The details are as follows:-

TIME OF SESSION	COST
3.15pm - 5.45pm Snack served from: 4.30pm	£10 per session, including a light snack

The Childcare Service is staffed by members of the St. Margaret's-at-Cliffe Primary School team. This helps with the wellbeing of the children, making transition from school to club/childcare service smooth and also supports effective communication.

In order to use our Childcare Service you will need to register your child. The Childcare Service will then be available for you to use either on a regular or ad-hoc basis.

If you are interested in signing up your child/children to our After-School Childcare Service, please complete the attached Registration Form and return it to the school office.

Bookings can be made via the booking form which is available from our website or can be requested from the School Office.

Yours sincerely

**Helen Comfort**

**Executive Headteacher**

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## **AFTER SCHOOL CHILDCARE**

### **TERMS & CONDITIONS**

NAME OF CHILD/CHILDREN.....

CLASS: .....

#### **After-School Childcare**

- Term Time Only: Monday – Friday. 3.15pm-5.45pm.
- Cost: £10.00 per day
- A snack is served at 4:30pm. Please collect after 5pm if you wish your child to have time to eat this.

#### **Cancellation Policy**

- 24 hours notice is required to cancel a booking without charge. If notice is not received unattended sessions will be charged.

#### **Bookings**

- Bookings can be made termly, weekly or daily as required. We will try to be as flexible as we can where places are available.
- Bookings can be made via the booking form which is available from our website or can be requested from the School Office.
- We are only able to accommodate a set number of children in each session. If you have booked a place for your child that you no longer require please let us know so that this space can be released to other parents.
- Assume your booking has been accepted unless you are contacted by the school.
- We should be able to accommodate your child in an emergency. However this is not guaranteed, please contact the School Office in this circumstance.

#### **Payment & Charges**

- Please pay via BACS :

**National Westminster Bank plc**

**Sort Code: 60-60-08**

**Account Name: KCC RE ST MARGARET'S AT CLIFFE**

**Account Number: 79361447**

**Reference: Your Name and ASCS**



## Arrival & Collection

- In the evenings, children are escorted to the after school childcare service by school staff at the end of the school day or once their extra-curricular club has finished.
- Parents/carers are to collect from the double doors at the back of the hall.
- No adult other than those named on the registration form will be allowed to collect a child from the after school childcare service. Should someone arrive to collect who is unknown to us, you will be called to confirm that we can release your child to them.
- If the child is to be collected by someone other than the named parent/carer, this must be indicated by the parent/carer to a member of staff prior to the start of a session and recorded by the staff.
- Late collection after 5.45pm will be charged at a flat fee of £20 in addition to the cost of your booked session.

## Administration of Medicine

- A medicine form needs to be completed and signed for parents wishing to have any drug administered to their child by staff whilst at the After-School Childcare Service. Please email staff in the School Office for the relevant paperwork. Children are not permitted to have medicines on their person at school. All medication must be handed to an adult to be stored in the School Medical Room.

## Behaviour

- The school's current Behaviour Policy applies to all our Extended School activities.
- Children are not to have mobile 'phones with them during the after school childcare service.

Signed .....  
(Parent/Carer)

Name.....  
(Parent/Carer)

Date.....

Contact Telephone Number.....



# **AFTER-SCHOOL CHILDCARE SERVICE** **REGISTRATION FORM**

Please complete and return this form to the school office in order for your child to attend our After School Childcare Service.

Name of child/ren:

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Address:

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Emergency Contact No:

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Special Dietary Needs:

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Allergies/medical conditions:

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Specify days required:

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday

I agree for the person in charge of the After-School Childcare Service giving consent on my behalf for any emergency medical treatment and/or for an anaesthetic to be administered should it be necessary.

I confirm that the adults (aged 18+) listed below may collect at the end of each booked session by 5.45pm. If someone else is going to be collecting my child/ren, I will contact the school by 3pm to confirm who will be collecting my child/ren and when.

Full name of adult.....

Full name of adult.....

Full name of adult.....

Full name of adult.....

Signed: \_\_\_\_\_  
(Parent/Carer)

Name: \_\_\_\_\_  
(Parent/Carer)

Date: \_\_\_\_\_

