

## Hollydale Primary School Extended Services After School Club Application Form



After School Club runs daily during term time from 8.00am to 8.55am. This form will be kept in a locked, fire resistant filing cabinet in the school office.

<b>Child's Details</b>	
Child's Full Name:	
Child's DOB:	
Child's Age:	
Class & Teacher's Name:	

<b>Parental Contact Information</b>	
Home Address:	
Parent / Carer's Name:	
Relationship to child:	
Contact Number:	

<b>Emergency Contact Details – In case of an emergency we will contact the parent / carer above. If unavailable, please list two further contacts that you would be happy to act on your behalf.</b>	
1 <sup>st</sup> Emergency Contact Name:	
Telephone Number:	
2 <sup>nd</sup> Emergency Contact Name:	
Telephone Number:	

<b>Medical / Food Details</b>	
Name of child's GP:	
Telephone Number:	
Does your child have any medical conditions / disabilities we should be aware of i.e. asthma, epilepsy, allergies etc.:	If your child has asthma, please state if there is a pump in school and how/when this should be used.
Does your child have any specific dietary needs / food intolerances that we need to be aware of?	
Do you observe any cultural or religious procedures that you feel we should be aware of?	

<b>Permissions (Please Tick)</b>				
I give permission for photographs to be taken of my child enjoying their time at the club. This may be used for displays and promotional materials.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I give permission for my child to use consoles / laptops when available	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I give permission for my child to help prepare snacks with an adult	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Should the necessity arise and I cannot be contacted, I give permission to the person in charge to give consent on my behalf for an anaesthetic administration for any urgent medical treatment to be given.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

By signing this form you confirm you have read, understood and agree to the school's Breakfast Club Policy (attached overleaf)

Signed Parent / Carer:	
Date:	

# **After School Club Policy of Hollydale Primary School**



## **Aims of After School Club**

- To support working parents
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at After School Club. To provide a happy, welcoming place at the start of the school day where all children are valued.
- To encourage all areas of the children's development through play by offering a varied and stimulating range of play opportunities.
- To ensure the safety and welfare of each child by following the appropriate school policies.

## **Opening Times (Term time only, excluding INSET days)**

Monday – Friday; 3:30- 6:00

## **Admission to After School Club**

The club is fully inclusive for all children in Reception to Year 6. There are limited spaces available and are allocated on a first come, first serve basis. We currently have a waiting list but should the need arise, places will be allocated in the following order of priority:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions/hours per week

Currently, children do not have to pre-book sessions and can attend on the days they wish.

## **Booking and Payment Procedure**

After School Club is £9 per evening/ child and £7 per evening for siblings.

It is at the discretion of the Head teacher to confirm children who may attend due to hardship or other social reasons.

## **Behaviour**

After School Club follow the school's behaviour policy to ensure consistency for children at the club (A Restorative Justice Approach). Consistently poor behaviour may result in a child's place being withdrawn.

## **Staffing**

All members of the After School Club staff are DBS checked and all staff will hold a current first aid and food hygiene certificate.

## **Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. In keeping with the Play Values, After School Club offer structured adult-led activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums and the exploration of cultural diversity
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games
- Reading materials
- Literacy games

**This policy will be used in conjunction with the following school policies:**

- Health and Safety Policy
- Safeguarding Policy and Child Protection Policy
- Fire Evacuation Policy
- Medical Conditions Policy