

## St Anne's Fulshaw CE Primary School – After School Club



Dear Parents and Carers,

Welcome to our After School Club which we know will provide a high standard of care for your child.

The club is managed by Stef Holden. Our staff are trained to look after your children according to the principles of the Early Years Foundation Stage and all activities undertaken at the club are planned carefully in advance. Planning sheets can be found in the main room and are changed weekly.

We have an extensive range of equipment for use by all the children, including sports and creative resources which are maintained to a high standard and renewed regularly.

If you wish your child to attend, please fill in the enrolment form and return it to school at the following address:

After School Club,  
St Anne's Fulshaw CE Primary School,  
Nursery Lane,  
Wilmslow,  
Cheshire,  
SK9 5JQ.

### Terms and Conditions 2017-18

- If you would like to book your child into the After School Club for occasional or regular sessions, please contact Stef Holden directly on 07854 752148. Please ensure that Stef is informed by Friday of the previous week if your child requires a place at the After School Club during the following week.
- Once booked, sessions will be charged for, even if your child does not attend due to illness. A **minimum** of 48 hours notice is required otherwise places will be charged for. If your child is booked in but is unable to attend (i.e. sports fixture, party etc) please ensure that you communicate this information to the school office or Stef Holden.
- At the end of each month an invoice will be sent. Cash or cheques will be accepted. Cheques should be made payable to 'St Anne's Fulshaw CE Primary School'. Prompt payment is appreciated.
- Charges are as follows:
  - £9.50 per session for the first child
  - £9.00 per session for subsequent children
- The After School Club will run from 3.15pm when school ends, and will close at 6.00pm prompt. Please collect your child / children by 5.55pm at the latest, thank you.
- Late collections will result in a charge of £10 per 15 minutes.
- We are unable to admit any child to the After School Club who is obviously unwell.
- We will not tolerate unacceptable behaviour from any child, parent or adult.
- All invoices must be paid promptly. If two months or more of after school club fees are outstanding, we will not be able to accept children at the setting until these are settled in full.
- Children under the age of 16 are not permitted to collect children from the After School Club.
- I / we give permission to staff at the After School Club to act on my /our behalf when administering first aid to my child and hospital treatment in my absence.

I / we agree to the Terms and Conditions of St Anne's Fulshaw CE Primary School After School Club as listed above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Enrolment Form 2017-18**

Child's Name

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Address

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Date of Birth

---

Mother's Name

---

Home Number

---

Mobile Number

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Place of Work

---

Work Contact Number

---

Father's Name

---

Home Number

---

Mobile Number

---

Place of Work

---

Work Contact Number

---

Emergency Contact (not parents)

---

Emergency Contact Number

---

Mobile

---

Emergency Contact Address

\_\_\_\_\_

Details of Doctor:

Surgery Name:

\_\_\_\_\_

Doctor's Name:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Special Dietary Needs:

\_\_\_\_\_

Previous Health Problems:

\_\_\_\_\_

Current Health Problems:

\_\_\_\_\_

Allergies and Treatments:

\_\_\_\_\_

Days required – please tick:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

Commencement Date:

\_\_\_\_\_

The following people have my permission to collect \_\_\_\_\_  
from the After School Club (all must be over 16):

- 1.
- 2.
- 3.
- 4.

Please complete all the information on this form including the signed Terms and Conditions page and return to school for the attention of the After School Club.

**A separate form must be completed for each child.**