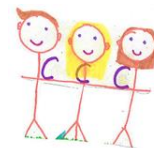


NATIONAL SCHOOL CHILD CARE CLUB



Thank you for your interest in using the National School Child Care Club.

The Club caters for children both before and after school during term time and ensures children are looked after by qualified staff on the school premises.

We offer a flexible starting time in the morning. If you wish to drop off your child at 7.30am they will be given a drink and a healthy snack and you will be charged £4.50. However, if you wish to drop your child off at 7.50am or later, they will not be offered the snack and you will be charged our standard fee of £4.00 for the hour, and this £4.00 per hour rate is also applicable to the afternoon session. We aim to be as flexible as possible for example if you use the club for 1 ½ hours you will be charged £6.00. If you use the club for 1 ¾ hours you will be charged £8.00.

We are situated in the mobile classroom on the back playground. At the end of the morning session the children are released to their classrooms at 8.50am. For the after school session the children are collected from the hall at 3.30pm (or come to us when they finish at an after school club) and we close at 5.30pm. There may be an extra £10.00 charge per 15 minutes if children are not collected by 5.30 pm. Persistent lateness will result in the place being withdrawn. When you come to collect your child please phone 213 from the internal phone situated on the wall in the lobby outside the school office.

If your child is to go home with anyone who is not on your list you gave us of people authorised to collect your child, you **must** let us know who they will be going home with. This includes, for instance, if your child is to go home with another child from Child Care Club.

We operate on a flexible basis. Once registered, you are able to use the facility to suit your needs. For staffing purposes we require at least 24 hours' notice of your child's attendance at Club. Equally, we ask you to advise us at least 24 hours in advance of any changes to previously advised dates.

Booking and payment is made via Parentmail. If you wish to have access to the booking system please notify the school office who will be able to assist you. You will be able to book for the following sessions:

7.30 - 8.50 am	£4.50
7.50 - 8.50 am	£4.00
3.30 - 4.00 pm	£2.00
3.30 - 4.30 pm	£4.00
3.30 - 5.00 pm	£6.00
3.30 - 5.30 pm	£8.00
4.30 - 5.00 pm	£2.00
4.30 - 5.30 pm	£4.00

It is important that you book the correct session times. If you book from 3.30 - 4.00 pm but collect at 4.05 pm you will be charged the extra £2.00 separately. Refunds will be issued only if the booking is cancelled within 24 hours of the start of the session.

The best way to make your booking or to let us know of any changes is via the dedicated Child Care Club email box which is regularly checked by the Child Care Club supervisors. The address for this is nationalchildcare@thnatrust.org.uk. Alternatively, use the school phone number 01476 563895.

The Club offers a range of fun activities. We aim to create an atmosphere that is a cross between home and school. One of the possibilities we offer is a TV and DVD player. The range of 'U' rated films is not particularly great and therefore we ask your permission to show carefully selected 'PG' rated films. If you do not wish your child to watch such films please let the Childcare Club know in writing.

If you require any further information please contact the school on telephone number 01476 563895 or during Club hours please contact the Club staff on 07913 991843.

Thank you again for your interest in our Child Care Club – we look forward to providing you with flexible and affordable child care.

The National Junior School Childcare Club

NATIONAL SCHOOL CHILDCARE CLUB



ENROLMENT FORM – This information is needed for the Childcare Club Supervisor

Child's full name			
Date of birth		M/F	
Home Address			
Home phone number:			
Email address for communications from Child Care Club:			
First contact name and phone number(s):			
Second emergency contact name and phone number(s):			
Third emergency contact name and phone number(s):			
Names of people allowed to collect your child:			
The Childcare Club must be informed if a person not on this list is to collect your child			
Is there anyone who is NOT allowed to collect your child?			
Name, practice and contact number of child's doctor:			
Details of any allergies including plaster, cream, etc:			
Details of any activities prohibited for medical, religious or other reasons:			
Diet – my child should not be given any of the following food or drinks:			
Is there anything else we should know about your child?			

NATIONAL SCHOOL CHILDCARE CLUB

BOOKING FORM – This information is needed for the Childcare Club Supervisor

Name of child..... Class.....

Please indicate the statement that best reflects the way you think you will use the Child Care Club facilities:

- A) I expect to use the Child Care Club on a regular basis as follows (please tick the boxes as appropriate.) I will let Child Care Club know of any changes to this :

	AM 7.30- 8.50 £4.50	OR	AM 7.50- 8.50 £4.00	PM: £4.00/hour
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

- B) My usage of Child Care Club will depend on my own variable work timetable and/or other commitments. I will let Child Care Club know my usage as and when I know what this is, as well as of any subsequent changes.

- C) I expect to use Child Care Club only occasionally. I will let the Child Care Club staff know at least 24 hours in advance that my child will be attending Child Care Club.

If you know your child's starting date please let us know the date and session here:

I wish to apply for admission of the above child to the National School Childcare Club. I have read and I accept the terms and conditions and agree to comply with them.

Signed (parent/carer):..... Date:.....