



**St Paul's**  
**Primary School**

### **Aftercare registration form**

The club aims to provide a happy, safe, warm and stimulating environment for all children to play and develop freely.

Membership is open to families who have children attending St Paul's school and is subject to the Conditions of Membership. Priority admission will be given to those families who:

- Have children who already attend the school
- Require a fulltime place, five days a week
- Have a sibling already using the scheme

A copy of the Parental responsibility and Registration form must be completed for each child each academic year and returned to the school office.

#### **Our aim**

We aim to provide your child with a stimulating and caring environment and to enable her/him to take part in a variety of leisure activities:

- Indoor play includes arts and crafts, board games, puzzles, books and occasional videos
- Outdoor play in playground includes team games, access to some sports equipment and the time to play with friends

#### **Our policy**

The scheme abides by the school's Equality Policy and all children are treated equally according to their needs.

The scheme also abides by the London Borough of Hounslow's Children's Services and Lifelong Learning Safeguarding Guidance for Schools

We hope you and your child find the scheme both valuable and enjoyable. If you have any queries or concerns please do not hesitate to speak to the Play Leader or the School office.

Aftercare out of office hours contact number

**07305 743 285.**

## Terms and Conditions of Membership

### 1. General Terms

- Your child must be registered by completing this registration form.

### 2. Bookings

- Places must be booked and paid for on Parent Pay **at least 48 hours in advance** of the session.
- Bookings for attendance after extra-curricular clubs must be booked through by emailing the school office.
- If you have not booked we cannot guarantee that you will have a place for the session
- Any cancellations need to be made on Parent Pay with at least **48 hours' notice**
- **Cancellations made less than 48 hours cannot be made on parent pay and the charge is non-refundable**

### 3. Short Notice bookings

- Short notice bookings (less than 48 hours) can not be guaranteed, depending on capacity and available spaces.
- Requests for short notice bookings can only be made by phone or email by 12 pm on the day.
- A booking is only confirmed when payment has been made on parent pay and a confirmation email has been received from the school office.
- If there is no space and we can not increase capacity your request may be refused. In such circumstances it remains the responsibility of the parent to collect their child at the end of the school day.

### 4. Voucher payments

If you are paying and booking with childcare vouchers we require you to email the school office in advance of the bookings. You may book a term in advance and any changes will still be subject to the same cancellation conditions in General Terms of 48 hours' notice via email. This should be done by emailing the office on [office@stpauls.hounslow.sch.uk](mailto:office@stpauls.hounslow.sch.uk) .We encourage voucher payers to build up a credit in their account so you can book in advance through the Parent Pay system. Please note that the voucher payment are only credited to your account when we receive bank confirmation of payment.

### 5. Reduced rate for extra-curricular club users

We offer a reduced price of £5 for the Aftercare club for pupils who have attended an after-school extra-curricular club. If you would like to book aftercare for your child when the club finishes please **email** the school office ([office@stpauls.hounslow.sch.uk](mailto:office@stpauls.hounslow.sch.uk)) 48 hours in advance so that we can arrange for your child to be taken to Aftercare. The full booking rate will apply for any late bookings. Please do not book these sessions through ParentPay. The same terms and conditions apply for booking and cancellations.

## 6. Opening Hours

Aftercare is open from 3.30pm – 5.45pm. The St Paul's site children are collected from class by the play leader and the Alexandra House children are collected or depending on age make their own way to the hall.

## 7. Fees and Charges

We are a non-profit making enterprise; we aim to keep our fees to a minimum, whilst still raising enough income to cover our running costs. Fees are payable in **advance**, through Parent Pay when booking on their website. If paying by childcare vouchers please contact the school office to book. (see Section 2)

We offer a half price discount rate (£5.00) if your child is attending an extra-curricular club at the school on the same day. To receive this discount, you will need to inform the school office 48 hours in advance so that we can manage the booking.

£11.00 per session booked 48 hours in advance

£5.50 per session booked 48 hours in advance for session after extra-curricular club – if booked via the school office by email.

£12.00 per session drop in booking if space is available

£10.00 surcharge for every 15 minutes late after 5.45pm

## 8. Staff

The staff have undertaken Paediatric First Aid, Food Hygiene, Safeguarding and Behaviour Management training and the play leader has NVQ level 3 in Early Years or Play work.

## 9. Medicine

If your child needs any medicine e.g. an inhaler, epipen or prescription medicine please ensure you provide the correct medication and complete the medicine form available from the school office. Please note: this in addition to the class based medicine you may have supplied.

## 10. Collection of children

- Children may only be collected by a named adult and the signing out sheet must be signed when the child is collected.
- Written authorisation must be given if the child is to be collected by any adult other than the named adult/s.
- Should a child be uncollected and staff are unable to contact parents, social services will be called and the child handed into their care with information for the parent/carer left in a prominent place.
- Should you be running late or need someone else to collect your child at short notice please ring on **07305 743 285**.

## **11. Safeguarding**

We create an environment in which children are safe from abuse and in which any suspicion of abuse is appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

## **12. Complaints**

We value your opinions and if you have any queries, comments or need to discuss any matters concerning your child please do speak to the Play Leader or the school office. A copy of the school complaints procedure and all our policies and procedures are available on request from the office.

If parents have serious concerns they may also raise them these directly with Ofsted (the Office for Standards in Education) tel: 0300 123 1231.

St Paul's Aftercare scheme is regulated by  
Ofsted – Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD

**Aftercare Conditions of Registration - Parent Copy – Please keep for your records**

**Parental Responsibility**

I/We, the parents of ..... (enter child's name) wish to apply to use the Aftercare club at St Paul's School and agree to the following terms and conditions:

- To book places & pay on the Parent Pay website.
- Agree that my/our child will be collected from the scheme no later than 5.45pm.
- Agree to pay the surcharge of £10 **per** 15 minutes for collection later than 5.45pm.
- To inform the Play leader in writing, should any adult other than myself/ourselves be collecting the child from the scheme.
- That it is my/our responsibility to ensure that the Play Leader is informed of any change of circumstances and/or problems which occur so that they can be dealt with as soon as possible.
- To inform the scheme immediately if my/our child is absent due to a notifiable disease such as chicken pox or measles. I understand that in such a case, the fee will be waived, at the discretion of the manager, if a note is produced from the doctor confirming the disease.
- To agree to give 48 hours' notice to cancel any booking made on Parent Pay. Verbal notification is not acceptable. If paying by vouchers see Section 2.
- That it is my/our responsibility to ensure that my/our child understands that whilst the scheme is more flexible than school the same standards of behaviour are expected. Behaviour that is harmful to themselves or other children or equipment will not be accepted.
- I give permission for any emergency advice or treatment to be given to my child.

It is important that you aware that the scheme upholds a current behaviour management policy, which is available from the Play Leaders.

Please sign both copies and return one to school and the other should be kept for your records.

Name of parent/carer.....

Signed..... Date.....

Name of parent/carer.....

Signed..... Date.....