St John's CE Primary School

Early Birds (Breakfast Club) & After School Club Application Form

Please fill in this form in as much detail as possible. We will inform you if a place is available.

Childs Name:	Date Of Birth:
Parent Names:	Home Phone Number: Mobile Phone Number:
Address:	

Parental Responsibility (This is the person we will contact in the event of an emergency)
Additional adults who have been given your permission to collect your child can be named when your child has been offered a place at ASC.

Name:

Home Phone Number:

Mobile Phone Number:

Email Address:

Days requested: Please tick required days for Early Birds or After School Club
(We will endeavour to give out required spaces, if none are available you will be added to the waiting list)

Early Birds (from 8.00a.m. until start of school day)	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**
After School Club (end of school day until 5.30p.m.)	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**
Please name any brothers or sisters that your child has who already attend the After School Club or Early Birds.					

- I wish to apply for a place as specified above
- I understand that payments become due on the first of each month and must be paid by 7th of each month
- I understand there are late payment and late collection fees, which will be strictly applied.

Sign: Date:

St John's Early Birds & After School Club/Home Agreement

What can parents and children expect from the Early Birds & After School Club?

- Children are well cared for, safe and occupied
- A range of resources are available to ensure that a variety of activities take place on a daily basis
- Children are offered a healthy, balanced menu
- Children have access to information and activities that will stimulate them
- Children have a voice within the Early Birds & After School Club and are encouraged to influence and alter their play opportunities
- Relevant information will be displayed in the club
- Club Staff are welcoming, approachable and kind
- Children are supported to follow the rules and expectations as detailed in St John's CE Primary School Positive Behaviour and Anti-Bullying Policies
- Club staff are available to communicate with parents as appropriate
- Parents will be informed of any issues regarding behaviour presentation that sits outside expectations
- Parents will be updated regarding any injuries or first aid applied during the club sessions
- Appropriate attention is paid to parental and community feedback
- Parents have access to any Early Birds & After School Club policies and can have copies on request
- There is clear information regarding procedures for dealing with complaints

What can staff expect from parents? (Parents refers to the adult with parental responsibility)

- Parents are supportive of the Early Birds & After School Club set of values, rules and positive behaviour guidelines
- Parents are always a good role model and set an example and behave in a positive manner on school premises at all times
- Parents inform staff of any relevant issues regarding their child, especially any medical conditions including allergies
- Parents are respectful of the collection times and children are collected by 5.30 p.m.
- Parents understand and accept that late collections will incur an additional fee
- Parents understand that all club fees will be paid as soon as possible on receipt of the invoice or by the 7th of the month at the latest, in accordance with the fees policy
- Parents understand and accept that late payments will incur an additional fee
- Parents inform the club staff if they no longer require a space, with one month's written notice, by email or letter
- Parents understand that places must be paid for in the event of sickness or holidays

Childs name ……

Signed (Parent/Carer) ……

Date: ……

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