



Ted's Club Welcome Pack

Dear Parent/Carer,

We would like to take this opportunity to welcome you and your child/children to the Ted's club after school scheme. The aim is to provide a low cost childcare provision to those children of working parents. We are only able to provide this facility with full cooperation from the parents that choose to send their children to the scheme. We would therefore ask you to take a few minutes to read through this pack carefully, complete and submit the required forms prior to your child/children starting Ted's club and ensure that your payments are kept up to date according to the criteria enclosed. Please ensure that any change of circumstances or updated personal information is communicated to the Play Leader as soon as possible. It is essential that your child is collected promptly by the end of each daily session of 6pm. Please contact Ted's Club between the hours of 4.30pm and 6pm on **07387 292555** in the event of any emergency or delay.

Admissions Policy

The aim of the scheme is to provide a high quality, child-centred, care and play provision in a safe, caring and stimulating environment. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the Childcare element of the Working Tax Credit and/or Childcare vouchers.

Membership of the scheme is open to all families. Priority admission will be given to families who:-

- Require full time places
- Have parent/carers in full-time or part-time employment
- Have parent/carers who are studying
- Are in need of support (case by case basis)

Following on from the above, families will be allocated places on a first come/first served basis provided spaces are available. Where necessary a waiting list will be kept.

Membership of Ted's Club is subject to the Conditions of Membership attached. A registration form must be completed for each child prior to entry.

Cost

Attendance from 3.30pm until 3.45pm is £2.00

Attendance from 3.30pm until 4.30pm is £4.00

Attendance from 3.30pm until 6pm is £9.00

These prices are per session, per child. A snack is supplied for those children attending after 4.30pm.

Procedures

Payment of fees must be made via ParentMail and your account must be in credit at all times. Individual payment arrangements will be negotiated between the school and parents/carers.

If fees are being paid for by a third party i.e. a college or social services, it is the parent/carers responsibility to have this confirmed **in writing** by the third party **before** the child/children can be accepted.

If you intend to use childcare vouchers as payment towards the fees please notify the school office in the first instance. The school will need a company name of the issuer to set up an account. This arrangement needs to be set up before the child attends or alternative methods of payment must be made until this occurs.

Payment of fees must all be made via ParentMail. Payment vouchers may be used online. Please ensure you notify the school office if using vouchers.

Non Payment of Fees

Week 1

If the fees are not paid on time, the school will notify the parent/carer via a statement from ParentMail and request payment at the earliest possible opportunity.

Week 2

If payment is still not received by the following Monday, a second reminder will be sent via ParentMail. If fees are not paid by Friday of the second week the place will be withdrawn.

You must inform the school immediately if there is any legal reason why anyone who has parental responsibility may NOT collect your child. (proof must be shown i.e. a letter from court)



YOUR RESPONSIBILITY TO US

**I/We, the parents/carers of _____
wish to apply to use the facilities of Ted's Club and agree to the following terms and conditions. I/We agree:-**

- To collect my/our child/children from Ted's Club no later than **6pm**. We understand that collection of children after this time will incur the following late collection charges per child: –
6pm – 6.15pm - £15.00.
For every 5 minutes (or part thereof) after 6.15pm - £9.00.
(These late collection charges cover the overtime costs for staff and are in addition to any fees normally due and at the discretion of the School).
- That it is my/our responsibility to arrange for someone else to collect my child/children on time should I/we be delayed for any reason.
- To inform the Play Leader in writing, should any adult other than myself/ourselves will be collecting my/our child/children from the Club.
- That any child/children who remains uncollected and where no contact has been made by the parent/carer, Social Services will be contacted and the child/children handed over to their care.
- This 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.
- To pay punctually on the first day of the week my child attends, the current fee per session for the week in advance. We understand that this fee is non-refundable even if my/our child does not attend. This includes holidays, in respect of borough policy, which does not allow for holidays to be taken during term time.
- To give one full weeks' notice in writing should I/we wish to withdraw my/our child/children from the club.
- To keep the child/children away from the club if advised to do so by a doctor or by the School, and to inform the club **IMMEDIATELY** if my/our child/children are absent due to a contagious disease.
- That it is my/our responsibility to ensure that my/our child/children understand that, whilst the club is more flexible than school, bad behaviour or behaviour that is either harmful to himself/herself/themselves, other children or equipment will be unacceptable.

Signed _____ Dated _____

PLEASE KEEP THIS COPY FOR YOUR REFERENCE



PLEASE COMPLETE AND RETURN TO SCHOOL

YOUR RESPONSIBILITY TO US

I/We, the parents/carers of _____
wish to apply to use the facilities of Ted's Club and agree to the following terms and conditions. I/We agree:-

- To collect my/our child/children from Ted's Club no later than **5.45pm**. We understand that collection of children after this time will incur the following late collection charges per child:
5.45pm – 6pm - £15.00.
For every 5 minutes (or part thereof) after 6pm - £9.00.
(These late collection charges cover the overtime costs for staff and are in addition to any fees normally due and at the discretion of the School).
- That it is my/our responsibility to arrange for someone else to collect my child/children on time should I/we be delayed for any reason.
- To inform the Play Leader in writing, should any adult other than myself/ourselves will be collecting my/our child/children from the Club.
- That any child/children who remains uncollected and where no contact has been made by the parent/carer, Social Services will be contacted and the child/children handed over to their care.
- This 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.
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- To keep the child/children away from the club if advised to do so by a doctor or by the School, and to inform the club **IMMEDIATELY** if my/our child/children are absent due to a contagious disease.
- That it is my/our responsibility to ensure that my/our child/children understand that, whilst the club is more flexible than school, bad behaviour or behaviour that is either harmful to himself/herself/themselves, other children or equipment will be unacceptable.

Signed _____ Dated _____



PLEASE COMPLETE AND RETURN TO SCHOOL

Teds Club After School Care Scheme
Registration Form

Child's Surname: Child's Forenames:

Date of birth: Gender:

Address:

.....Postcode:

Class: Teacher:

Names of Parents/Carers: (with parental responsibility)

.....

.....

Contact telephone number between 3.20pm-6pm:

Mobile telephone number:

Days your child will attend: (please circle) Mon. Tues. Wed. Thurs. Fri.

Name of 1st alternative contact (in case of emergency) and relationship to child:

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Address:

.....

Telephone number between 3.30pm-6pm:

Name of 2nd alternative contact (in case of emergency) and relationship to child:

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Address:

.....

Telephone number between 3.30pm-6pm

You must inform the school immediately if there is any legal reason why anyone who has parental responsibility may not collect your child. (proof must be shown i.e. a letter from court)

PLEASE COMPLETE AND RETURN TO SCHOOL

Doctor's name :

Doctor's address:
.....

Telephone number:

Any known medical conditions:

.....
If any medication is required on a regular basis e.g. an inhaler, please complete a medicine administration form.

To help us provide the best possible care for your child please inform us of any special information you feel staff should be aware of, for example, special needs/medication, has support worker in school, statement etc.

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A snack will be provided, is there anything your child does not eat or is allergic to?

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In the event that my child requires immediate medical treatment and staff are unable to contact me/us, I hereby authorise the play leader or the delegated member of staff, to seek medical advice and/or consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless i contact the play leader to withdraw it. I understand that every effort will be made to contact me/us.

Signed:date.....

Occasionally photographs may be taken in the scheme, please sign below if you have **no** objection to these being used in publicity material for the scheme.
I give consent to photographs of my child to be used as mentioned above.

Signed:date.....

Additional information you feel we should know:

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