



St Vincent's VC Academy After School Provision

Our After School provision is open to all children who attend St Vincent's VC Academy, including the Foundation Stage Unit. The children have a range of activities planned for them which may include cooking, arts and craft, sports and games etc. They also have times of free play. Fruit and water are available for all children from 3.30pm and children that attend the full session will receive an additional snack after 4:45pm.

Charges for sessions are as follows:

3.30pm to 4.00pm	First ½ hour	£1.50
3.30pm to 4.30pm	1 hour	£2.50
3.30pm to 5:30pm	2 hours	£6.25
3:30pm to 6pm	2 ½ hours	£7.50
Late fee	Every 30 minutes	£15.00
Missed payment fee	Per day / per child	£5.00

Children need to be registered with the club and parents must complete the attached afterschool club agreement, booking form and collection form.


Children must be collected on time, any children collected late will have additional fees added to their account.

Collection Point: Field Gate on Elm Street
After School Club Contact Number: (01482) 318684

Session fees must be paid for in advance or on the day, any fees not paid for will result in your child/ren unable to attend until fees are cleared. Any late payments will result in a £5.00 per day/per child additional charge.

**St Vincent's Voluntary
Catholic Academy**
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Executive Head/CEO
Mrs Karen Siedle
 **Vinnies_Hull**

Head of School
Ms P Donnelly

AFTER SCHOOL CLUB – PARENT/CARER AGREEMENT

I wish my child _____ to attend the St Vincent's VC Academy After School Club.

I give authorisation for my child to be collected only by the adults named on the registration form. I understand that I must inform the staff at the After-School Club of any changes to the collection information in advance and preferably in writing.

For out of school clubs in which the youngest children are **younger than reception age**, the standard EYFS statutory staffing ratios (usually 1:8 but can be 1:13 if you have highly qualified staff) applies for these children. To ensure that we are operating at a safe level, we must stick within these ratios, meaning that we have limited availability for our out-of-hours service.

I will give at least 24 hours' notice if my child is not going to attend the After-School Club, or to report any change in circumstance. I understand that if I do not do this, I will have to pay the session fee, unless my child is absent from school due to illness.

I understand that if I am late collecting my child, without explanation, I will be subjected to a charge of £15.00 for every 30 minutes that I am late.

I consent to first aid treatment being given to my child whilst attending the After-School Club. I understand that a trained First Aider will administer this treatment.

I understand that the After-School Club accepts no responsibility for any toys or games that my child may bring along to the Club.

Signed _____

Please print name _____

Date _____

Contact number _____

AFTER SCHOOL CLUB – BOOKING FORM

Child's Full Name:					Year Group:					
Days Required:	Mon		Tues		Wed		Thurs		Fri	

Emergency Contact Details

Emergency Contact 1				
Name:			Mobile No:	
Emergency Contact 2				
Name:			Mobile No:	

Dietary Requirements/Health Conditions

Does your child have any health problems e.g. allergies, long term medication or medical conditions?		Will you allow emergency treatment to be given to your child if required?	
Are there any foods you do not wish your child to eat?			

Photograph Consent

I give permission for photographs to be taken	<input type="checkbox"/>		
I do not give permission for photographs to be taken	<input type="checkbox"/>		
Parent Name:		Parent Signature:	
Date:			

AFTER SCHOOL CLUB – COLLECTION OF CHILDREN
ADULTS AUTHORISED TO COLLECT YOUR CHILD (MUST BE OVER 18 YEARS)

NAME	RELATIONSHIP TO CHILD	SIGNATURE FOR FUTURE REFERENCE	PASSWORD (IF APPLICABLE)

Is there anyone who you do not wish to collect your child?	Yes/No
If yes please provide details below	
Is there any other information you wish for us to know?	

Please note that it is the Parents/Carers' responsibility to inform the club of any changes to these details.

Parents/Carers' Name _____

Parents/Carers' Signature _____

All information will be dealt with confidentially and will be kept in a secure lockable file.