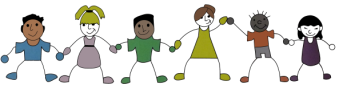


**EMERSON VALLEY SCHOOL**

Hodder Lane, Emerson Valley, Milton Keynes MK4 2JR

Telephone: 01908 507914 Fax: 01908 507915

**Executive Headteacher: Mrs S Mathison**



**EVS Wrap Around Care Booking Form – Autumn 2018**

**Mon to Fri (Term time only)**

**Breakfast Club – 7.45am-8.40am After School Care – 3.20pm – 5.45pm**

***Pupil Name:…………………………………………… Class:………………***

***Medical & Dietary Requirements:………………………………………………………………***

Please tick the session(s) you would like to book. You can book on a daily, weekly or monthly basis.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Beginning | MON | | TUES | | WED | | THURS | | FRI | |
|  | BC | ASC | BC | ASC | BC | ASC | BC | ASC | BC | ASC |
| 4th September |  |  |  |  |  |  |  |  |  |  |
| 10th September |  |  |  |  |  |  |  |  |  |  |
| 17th September |  |  |  |  |  |  |  |  |  |  |
| 24th September |  |  |  |  |  |  |  |  |  |  |
| 1st October |  |  |  |  |  |  |  |  |  |  |
| 8th October |  |  |  |  |  |  |  |  |  |  |
| 15th October |  |  |  |  |  |  |  |  |  |  |
| 22nd October |  |  |  |  |  |  |  |  |  |  |
| TOTAL per day | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 |
| TOTAL per week | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 |
| TOTAL per half term x 38 sessions | £114.00 | £427.50 | £114.00 | £427.50 | £114.00 | £427.50 | £114.00 | £427.50 | £114.00 | £427.50 |
| Half term – 26th October – 2nd November |  |  |  |  |  |  |  |  |  |  |
| 5th November |  |  |  |  |  |  |  |  |  |  |
| 12th November |  |  |  |  |  |  |  |  |  |  |
| 19th November |  |  |  |  |  |  |  |  |  |  |
| 26th November |  |  |  |  |  |  |  |  |  |  |
| 3rd December |  |  |  |  |  |  |  |  |  |  |
| 10th December |  |  |  |  |  |  |  |  |  |  |
| 17th December |  |  |  |  |  |  |  |  |  |  |
| TOTAL per day | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 | £3.00 | £11.25 |
| TOTAL per week | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 | £15.00 | £56.25 |
| TOTAL per half term x 35 sessions | £105.00 | £393.75 | £105.00 | £393.75 | £105.00 | £393.75 | £105.00 | £393.75 | £105.00 | £393.75 |
| Christmas break |  |  |  |  |  |  |  |  |  |  |

Please note that payment for the Club must be paid in advance, failure to make a payment will result in your child being excluded from future sessions until payment is received. You can either pay by cash / BACS to Bank Account: Emerson Valley School, Account No: 82197857, Sort No: 60-14-55, Reference: your child’s name / cheque (made payable to Emerson Valley School).

Parents are required to hand their child(ren) over to the Club staff, if any children are making their own way to the club, please can we ask that you notify the staff prior to the session starting.

If your child is entitled to Pupil Premium the school will assess each individual case and may subsidise your child attending the Breakfast Club or After School Care.

If your childcare costs exceed £10.00 per week, you may be entitled to claim the childcare element of your tax credits. Please contact the Tax Credits Helpline on 0345 300 3900 for more information. If you are experiencing financial difficulties, please speak to Mrs Batt so that we can discuss an alternative payment plan.

PLEASE NOTE IF YOU BOOK YOUR CHILD INTO THE AFTER SCHOOL CARE THERE WILL BE NO REFUNDS IF YOU THEN DECIDE TO BOOK YOUR CHILD ONTO ONE OF THE AFTER SCHOOL ACTIVITIES.

***I have read and understood the terms and conditions.***

Parent / carer Signed: …………………………………………. Date: ……………………………….

Emergency contact number: ………………………………………

Person collecting your child ………………………………………

**Emerson Valley School Wrap Around Care Terms & Conditions**

**Our School Aims:**

* To support working and non-working parents by providing a high quality service which meets the needs of both parents / carers and children
* To provide a safe and secure environment where our children can have fun, socialise, play and relax with new and old friends
* To offer our children the opportunity to have a healthy and filling breakfast before they start their school day

1. The Emerson Valley School Club will be run by our employees providing the onsite care.
2. The Breakfast Club will be open from 7.45am – 8.40am Monday – Friday term time only and the After School Care will run from 3.20pm – 5.45pm term time only.
3. The Breakfast Club will be held in the school hall and the After School Care will be held in the ICT Suite which can be accessed through reception.
4. The Club will only operate for the children who currently attend Emerson Valley School.
5. To secure a place, please complete the booking form which can also be found on our school website or from the school office and attach payment.
6. Cost options can be seen on the booking form, this covers the supervision of your child(ren), breakfast of toast, cereal, fruit and a bacon sandwich on a Friday. After school care will provide a light snack for your child.
7. Payment can be made by cash or cheque (made payable to Emerson Valley School) or BACS see booking form for account details. All fees must be paid on the day of attendance or can be paid in advance. The school reserves the right to exclude a child if fees are not paid on time. Fees are the responsibility of the adult who has signed the booking form.
8. Refunds will only be offered if the club is forced to close due to snow, heating failure, staffing shortage, etc. There will be no refunds due to illness.
9. Parents / carers are able to book daily/weekly/monthly sessions (booking forms must be completed).
10. Parents / carers are asked to inform staff of any medical / dietary requirements on the booking form prior to their child attending.
11. Parents / carers are reminded to keep Emerson Valley School informed of any changes to the details we hold on file.
12. Parents / carers will be given 1 months’ notice of any price increase or adjustment to club hours.
13. Breakfast Club will finish at 8.40am. Food will be served until 8.30am.
14. The Clubs will provide activities to enhance your child’s learning eg. helping with homework, drawing, reading, playing board games, reading and discussing local news.
15. Children will not be allowed to leave the room unsupervised.
16. Staff will be responsible for the care and management of your child(ren), following our school policies at all times.
17. The Club will comply with environmental health food and safety standards.
18. All of the children are expected to behave well and follow the school rules.
19. Children who cannot follow the School rules will be either temporarily or permanently excluded from the Club, depending on the circumstances.
20. Parents / carers are expected to hand their child(ren) over to our staff for the Breakfast Club. Please ensure you have notified the staff if your child(ren) will be making their own way to the club
21. If your child(ren) are unable to attend please telephone the school on 01908 507914 or 07960 403440 by 7.30am to inform our staff.
22. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all staff and children are treated fairly, equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Act (SENDA)2001.
23. The Club is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff to share this commitment.
24. Please ensure you follow our sickness policy and if your child is unwell they must not attend the school Club.
25. If you are late picking up your child from the After School Care you will be charged £5 for every 5 minutes you are late.
26. The school must have the name of the person picking up your child from the After School Care. If this changes for any reason the school must have prior notification
27. If your child is entitled to Pupil Premium the school will assess each individual case and may subsidise your child attending the Breakfast Club or After School Care.
28. PLEASE NOTE IF YOU BOOK YOUR CHILD INTO THE AFTER SCHOOL CARE THERE WILL BE NO REFUNDS IF YOU THEN DECIDE TO BOOK YOUR CHILD ONTO ONE OF THE AFTER SCHOOL ACTIVITIES.

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***I have read, understood and agree to comply with the Terms and Conditions of the Emerson Valley School Club:***

Name of child(ren)………………………………………………… Class:…………………..

I have completed a Club booking form

I agree to my child(ren) to be photographed whilst attending the Club. These photographs may be used to promote our service on our School website and in other promotional material

Parent / carer signature:……………………………………

Print name:…………………………

Emergency contact number while child/ren attend the club:…………………………………………

Date:………………………

***PLEASE RETURN TO EMERSON VALLEY SCHOOL OFFICE***

