

Thomas Deacon Academy Junior

Breakfast Club

Hours: 7.40 a.m. - 8.40 a.m. every school day

Price £3.00 per session

The breakfast club provides childcare before the school day. The breakfast club is open to children at Thomas Deacon Junior and children attending Queen's Drive Infants School who are over 5 years of age.

The breakfast club will provide children with a breakfast. This will be cereal, toast and juice and a 'Daily Special.'

The club is based in the school hall and as well as providing breakfast it will offer activities for children, such as table top games, craft activities and games.

To drop children off at the Breakfast Club, please use the first set of hall doors - walk past the Office and down the side of the building.

Children attending Queen's Drive will be collected by a Teaching Assistant from Queen's Drive and walked to their school for the start of the day. Children from Thomas Deacon Junior will join the other children arriving for the start of the school day at 8.40 a.m. and take part in the regular early morning activities in classrooms.

Thomas Deacon Academy Junior

After School Club

Hours: 3.00 p.m. - 5.15 p.m. every school day

Price £5.00 per session

The After School Club will provide childcare at the end of the school day. The after school club is only open to children at Thomas Deacon Junior.

The After School Club will provide children with a snack and refreshments. Children will be encouraged to take part in the preparation of the snack, a 'Build Your Own Wrap,' for example.

The After School Club will provide a range of art, craft, games and play activities.

PAYMENTS AND BOOKINGS

Bookings to be made at least a week in advance. Dates to be clearly marked on the booking form.

Payments **must** be made at the **beginning** of the week in advance. Payments can also be made in advance for more than one week.

Parents whose children attend **Thomas Deacon Junior** can make payments using 'Parent Pay' (a minimum of £15 is required), or payment can be put into an envelope clearly marked with your child's name, club attending and the amount you are paying and the dates of the sessions your child will attend. This can be posted into our **red post box** which is on the wall in the main hall. A receipt will be issued for all cash and cheque payments received stating which sessions your child has attended.

Please keep your receipts safe as you may need these for tax purposes. In view of our admission numbers increasing office staff will not have the capacity to retrieve previous sessions attended on your behalf.

If paying by cheque the cheque needs to be made payable to:

Thomas Deacon Academy

Payments made for children who do not attend a club due to illness, will have their payment credited to another session.

If a child does not attend for any other reason there **will not** be a refund.

24 hours' notice is required if a session is cancelled stating the reason why.

Your child **will not** be put into the Breakfast Club or After School Club unless all the relevant booking, registration and consent forms are completed and returned to Thomas Deacon Junior.

Please note: the After School session is from 3.00 pm until 5.15 pm where children engage in various activities including team games and includes a snack. The payment of £5.00 covers the full session and no refund will be issued for early pick up.

If when you collect your child from the main hall the after school staff are not available, then please contact them on the club telephone number: 07540 412347.

A G R E E M E N T

Your child will have access to varied indoor/outdoor activities, weather permitting. We encourage the children to make suggestions for activities, equipment and games.

If a child becomes ill whilst in any of the clubs, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the child. The child will be cared for until collected.

In the case of a minor accident, basic First Aid will be administered by a qualified First Aider. In the case of an accident requiring more than basic First Aid, appropriate action will be taken to gain emergency medical treatment for the child.

I consent to my child receiving medical treatment in the event of any emergency.

I understand that Breakfast Club and the After School Club cannot accept responsibility for the children's possessions or valuables whilst they are attending the club.

I will notify the school if any contact or medical details change.

I agree to contact Thomas Deacon Junior to advise of any change in arrangements (e.g. child's absence, delay over collection of a child) or for any other reason.

I agree to pay any fees in advance.

I have parental responsibility for the child named below.

Child's name Class

Parent/Carers Signature Date

Print name (Block Capitals)

REGISTRATION FORM

All the children who attend the Breakfast Club or After School Club must be registered. Please complete one form per child. Please PRINT clearly.

Child's Details

Name	
Date of Birth	
Address	

Contact Details

Name	
Relationship to child	
Address	
Telephone Contact numbers	
Email	
Parental responsibility	YES/NO

Name	
Relationship to child	
Address	
Emergency contact numbers	
Email	
Parental responsibility	YES/NO

Medical Information

Child's doctor: Tel:

Surgery address:

Does your child have any medical conditions that we should be aware of?

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Additional information i.e. special diets, allergies or anything else that the Breakfast Club or After School Club should know about your child please list below.

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PARENT/CARER CONSENT FORM

Name of Child:

Date of Birth:

Parent Name:

1. Permission to Administer Medicine

(e.g. antibiotics, asthmatic inhalers, antihistamines, etc. provided by parent/carer)

I give permission for staff to administer medicine to the child in accordance with the official instructions supplied and in consideration I hereby undertake to supply the necessary medicine and instructions to the member of staff and to indemnify and hold harmless the member of staff, the management and local authority against any claim of any nature whatsoever arising from the administration of the medication.

Type of medicine:

When to be administered:

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Any other instructions:

Signed: Date:

2. Permission to Photograph Child

I give permission for the above named child to be photographed in connections with the Breakfast and After School Club. Photographs may be taken for educational and publicity purposes.

Yes [] / NO []

Signed:

Date:

2016/2017

Dear Parent/Carer

While we recognise that the After School Club is child care and therefore more informal than the rest of the school day, we still have the same expectations of behaviour. We expect children to follow the Junior rules:-

- Be safe
- Follow instructions
- Show respect

We have a sanction system for any child whose behaviour is not in line with the Junior rules. This is a step system:-

1. Discussion with parents and a warning letter
2. Discussion with parents and removal from After School Club for one evening
3. Discussion with parents and removal from After School Club for 5 days
4. Removal from After School Club

We recognise that many families rely on the After School Club to provide vital child care, but we need to ensure the club is a safe and happy environment for everyone. I am sure you will want to work with the Academy to ensure your child behaves well in the After School Club.

Yours faithfully

Lucy Burks
TDA Junior Leader