



### **'3 till late' After School Club** Wellsprings Primary School



The club will be run from 3pm until 5.30pm.

Activities will include art and crafts, sports and multi-skills, use of ICT resources utilising the extensive facilities and grounds offered by Wellsprings School. Tuesdays and Wednesdays are the days we can provide the club (at present)- please could you confirm which days you would like your child/ren to attend. However, as mentioned we will be limited to a set number of spaces for each session.

**Bookings** may be made by completing this booking form and returning this to the office along with payment.

**Payment** is due one week in advance. Payment can be made by cash or cheque (payable to Wellsprings Primary School). If payment is made in cash at the club, please ensure that your payment has been recorded on a payment sheet and signed by both yourself and the Mrs Western. The club cannot take responsibility for lost payments. Receipts are available, on request. Each session will cost £4.00, with a reduction of 50 pence per sibling during each session.

**Medication** can only be administered with written authority from the parent/carer. Medication must be handed to the Mrs Western on arrival and must be in it's original container, labeled with the child's name, dosage and times required.

**Illness** - If your child is ill whilst at the club, we will ensure that you are contacted immediately. Collection of children from the club will only be allowed by a named person/s on the registration form. For Health & Safety reasons, parents/carers are required to sign their child/ren in and out of the club.

**Late collection of children**, unless notified, will result in the club taking care of the child for half an hour after closure whilst continuing to contact all numbers given- an additional £2.00 fee will be charged. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements. Children's Social Care will be contacted after this time period for advice. The club reserves the right to withdraw the service if consistent late collection occurs.

The club reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

**For further information, please read our policies, which are available to view in the school's office.**



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Booking form

Please fill in your details below including the dates you wish your child/ren to attend. **Can you also make sure you complete the dietary form for our reference.**

Name of parent/carer:

Contact number:

Emergency contact number:

Name of child/ren attending the club:

Child 1: \_\_\_\_\_ Age: \_\_\_\_\_

Child 2: \_\_\_\_\_ Age: \_\_\_\_\_

Child 3: \_\_\_\_\_ Age: \_\_\_\_\_

Child 4: \_\_\_\_\_ Age: \_\_\_\_\_

Please indicate which days you wish you child/ren to attend the club. If appropriate, please also indicate how many of your children may be attending particular sessions.

|        | Tuesday | Wednesday |
|--------|---------|-----------|
| Week 1 |         |           |
| Week 2 |         |           |
| Week 3 |         |           |
| Week 4 |         |           |
| Week 5 |         |           |
| Week 6 |         |           |
| Week 7 |         |           |

Any additional information you wish us to have?