

INTAKE FARM PRIMARY SCHOOL & NURSERY

Armstrong Road, Mansfield, Nottinghamshire. NG19 6JA

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Website: www.intakefarm.notts.sch.uk

Acting Headteacher: Mrs Helen Cox B.Ed (Hons)



The Aviary After School Club Registration form

Telephone: 01623 625552
e-mail: office@intakefarm.notts.sch.uk

We are happy to announce the opening of our Aviary After School Club on Monday, 12th January! Get ready for an exciting adventure filled with fun activities in a safe and friendly environment where your children can enjoy their time after school.



The club will run everyday Monday to Friday for children in FS2 to Year 6 (unfortunately we are unable to accept nursery children)

Join us for our fantastic sessions:

3.15pm - 4.00pm for just £4.00

or

3.15pm - 5.30pm for £10.00, which includes a delicious snack to keep those energy levels up!

Places can be booked through ParentPay and paid for in advance, we reserve the right to cancel your child's place if payment is not made.

Please complete the form below and return to the office as soon as possible. If you require any additional information please contact the school office.

Together, we can achieve anything!



Child's personal details:

Child's name:	Date of Birth:	Class:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		
Parental/legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No

<u>Medical Details</u> Name and Address of doctor: Postcode: Telephone number:	Known medical conditions, allergies, special dietary and health needs: <input type="checkbox"/> Yes <input type="checkbox"/> No Give details; Details of any medication being used:
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<p><u>Dietary Requirements</u> We will provide your child with a light tea/snack Please provide details of all allergies/dietary requirements.</p>	<p>Give details;</p>
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Any other relevant information we should be aware of?

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I undertake to inform The Aviary after school club as soon as possible of any change in medical and/or any other relevant circumstances.

Details of persons authorised to collect child or who can be contacted in an emergency

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you MUST discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

Arrangements in the case of sickness and/or any emergency:

All staff at the Aviary after school club are first aid trained, there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept)

In an emergency we will make every attempt to contact you and call the emergency services. Please sign below giving your consent for the Aviary after school club to take such action in your absence:

Photographs and videos:

The issue of child safety is taken very seriously at Intake Farm Primary School & Nursery and also with ourselves at the **Aviary after school club**. This includes the use of images of pupils. These may be used for display/training purposes within the school.

We ask that parents consent to The Aviary after school club taking and using photographs/videos of their child whilst completing activities.

We will never include the full name of the pupil alongside an image.

Please circle one option:

- We/I give permission for my child to be photographed YES / NO
- We/I give permission for my child to be videoed. YES / NO
- We/I give permission for my child's photo to be published on Intake Farms Website YES / NO
- We/I give permission for my child's photo to be published on Intake Farms Facebook page YES / NO

All bookings and payments must be made in advance each week preferably through ParentPay although we do accept cash. If you would like to pay in cash it **MUST** be on the first day of attendance for that week, in an envelope with your child's name on with the correct money enclosed for all sessions booked that week. Fees should be handed in directly to the School office. We will not accept responsibility for money given to us by children nor money left in school bags.

We reserve the right to cancel your after school place if payments are late.

Child illness absence will not be charged.

Operational hours: These are during school term dates only **and exclude Inset days** at Intake Farm Primary School and Nursery.

session: PLEASE TICK EACH SESSION REQUIRED	Monday 3.15pm – 5.30pm	Tuesday 3.15pm – 5.30pm	Wednesday 3.15pm – 5.30pm	Thursday 3.15pm – 5.30pm	Friday 3.15pm – 5.30pm
I would like to book regular session for the days ticked and agree to pay in advance for these sessions.					
session: PLEASE TICK EACH SESSION REQUIRED	Monday 3.15pm – 4.00pm	Tuesday 3.15pm – 4.00pm	Wednesday 3.15pm – 4.00pm	Thursday 3.15pm – 4.00pm	Friday 3.15pm – 4.00pm
I would like to book regular session for the days ticked and agree to pay in advance for these sessions.					

Late fees

The Aviary after school club closes at 5.30pm prompt Monday to Friday, we reserve the right to cancel your child's after school club place for continued lateness.

The cost for late pick up is as follows: £5.00 up to and including the first 5 minutes over the collection time, £10.00 up to and including the 10th minute over the collection time, £15.00 up to and including the 15th minute over the collection time etc. This will be added to your ParentPay account.

If you are 20 minutes late and we have not been informed then social services will be contacted.

Safeguarding Children

We comply with the school safeguarding policy and follow all relevant procedures. All staff have received full safeguarding training and first aid trained staff are available for any minor injuries.

Behaviour Management

Good behaviour is very important at The Aviary after school club and a high standard is expected.

We believe that children flourish in an ordered environment in which children know what is expected of them and they are free to develop their play and learning without fear of being hurt or hindered by anyone else.

The policy used at the Aviary after school club is the same policy used in the school. In the unlikely event of serious misbehaviour, staff may contact the parent to discuss the problem and if the situation cannot be resolved, a place in the club may have to be refused to ensure that other children can enjoy their club experience.

If your child is attending the Aviary after school club, you are agreeing to the procedures described above.

Please note that:

- The Aviary after school club reserves the right to amend the terms/conditions at any time.
- It is our policy that everyone who attends, works in or visits the Aviary after school club has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

Agreement between parent(s)/carer(s) and the Aviary after school club

I have read, understood and agree to comply with the Terms and Conditions of the Aviary after school club as set out in this contract.

we reserve the right to cancel your Aviary after school club contract for continued non payment of fees.

I agree to collect my child from the Aviary after school club before the closing time.

I agree to the Aviary after school club administering first aid to my child.

Name of child/children: _____

Parent/Carer Signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____