



Monks Orchard Primary School Breakfast and After School Club – Information Booklet

## MONKS ORCHARD PRIMARY SCHOOL BREAKFAST AND AFTERSCHOOL CLUB INFORMATION

Dear Parents/Carers/Guardians,

Thank you for the interest you have shown in the Monks Orchard Primary School Breakfast Club (BC) and After School Club (ASC).

Breakfast and After School Clubs are held in the dining hall and have the capacity for 40 children in Breakfast Club (BC) and 50 in After School Club (ASC). Breakfast Club will be open from **7.15am to 8.50am** and After School Club starts at **3.05pm for Reception pupils, 3.10pm for Key Stage 1 pupils and 3.15pm for Key Stage 2 pupils finishing promptly at 6.00pm.**

Breakfast Club charges are **£4.00 per session**

After School Club charges are **£9.00 per session for the 1<sup>st</sup> child**

After School Club charges are **£8.00 per session for siblings**

All new and existing parents/carers that have children in the BC/ASC **must** complete the attached forms and agree to the Terms and Conditions. **Payment must be made before a booking is taken.**

The clubs are run by Monks Orchard staff and have a varied timetable of activities. We aim to provide a warm and safe environment where children are happy and receive stimulation levelled at their age and development. Our friendly, qualified and experienced staff supervise the children at all times, and are all police checked. All the children are our top priority; we always welcome comments from parents/carers and the children.

At the beginning of both the BC and ASC, the children are offered a healthy snack. For BC a nutritious breakfast is provided. For ASC all children are offered a freshly made snack. Drinks are available throughout both BC and ASC. Any dietary or allergy requirements can be catered for. Please discuss these with staff at the club and complete details on the relevant section of the registration forms.

Please note our Terms and Conditions on the following pages. We continuously aim to accommodate the growing demand for our clubs, maintain high standards and ensure we meet the required staff/child ratio. Our rates remain economical and competitive in comparison to other local out of school clubs.

Kind regards

**Guy Fairbairn**  
**Headteacher Monks Orchard Primary School**



### TERMS AND CONDITIONS

*The Terms and Conditions must be signed and returned to the office to secure the booking for your child.*

#### 1. Payment of Club Fees

**I agree to ensure that weekly payments are made online via ParentPay on the Monday one week before sessions take place.**

It must be noted that the child’s place at the BC/ASC remains during illness/term time holidays and therefore must still be paid for. The parent is therefore obliged to make full payment. In the event of payment not being made, the BC/ASC reserves the right to terminate this agreement. In the case of long term sickness, unfortunately the school is unable to hold a child’s place for them, however, the parent can give notice and re-register when the child is well and returns to school.

Bank holidays, inset days, polling days or any unforeseen reason for school closure (e.g. adverse weather conditions) are not charged for.

#### 2. Cancellation/Termination

Once an offer has been made by the BC/ASC but before acceptance by the parent, either party may cancel the offer by serving **7 day’s** written notice.

#### 3. Acceptance

The above Terms and Conditions are considered to be fair and reasonable. In the event of any Terms or Conditions found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent has read and understood the Terms and Conditions contained and undertakes to be bound by the same.

#### 4. Collecting your child/children from ASC

If the named person cannot collect your child from ASC the please inform Monks Orchard Primary School Office by calling as soon as possible. It is important staff are aware of changes in advance. Details of people collecting children must be registered on the registration form.

It is also very important that you contact us if you are running late to collect your child. **Please note charges for late collection apply after 6pm and will be taken from your child’s After School Club ParentPay account.**

**\*Late fees apply as follows:**

<b>Time period (minutes)</b>	<b>Charge per child £</b>
<b>0-5</b>	<b>5.00</b>
<b>6-10</b>	<b>10.00</b>
<b>11-15</b>	<b>20.00</b>
<b>16-20</b>	<b>40.00</b>
<b>21-25</b>	<b>80.00</b>
<b>Every 5 minutes the charge continues to double</b>	

**Please see appendix A**



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In all cases your child will not be able to leave with an unknown adult. Authorisation will be sought, so please notify in advance.

Please note:

- Children must be dropped off at the dining hall NOT the front gate or the school office.
- Children over 9 years old with written authorisation from their parents/carers are permitted to leave on their own.
- Children 9 years old and younger must be collected by an adult from the dining hall.

5. Contact details

For BC/ASC bookings please use the school number: **020 8654 2570**

or email:

[basc@monksorchard.co.uk](mailto:basc@monksorchard.co.uk) or [office@monksorchard.co.uk](mailto:office@monksorchard.co.uk)

During BC/ASC hours only, please contact BC/ASC staff directly **07809 105530**

I confirm that I have read and that I agree to abide by the Monks Orchard Primary School Breakfast Club and After School Club Terms and Conditions.

Print Name.....

Delete as applicable: PARENT / GUARDIAN / CARER

Child/Children's Names & Classes:

.....

.....

.....

.....

Signed.....

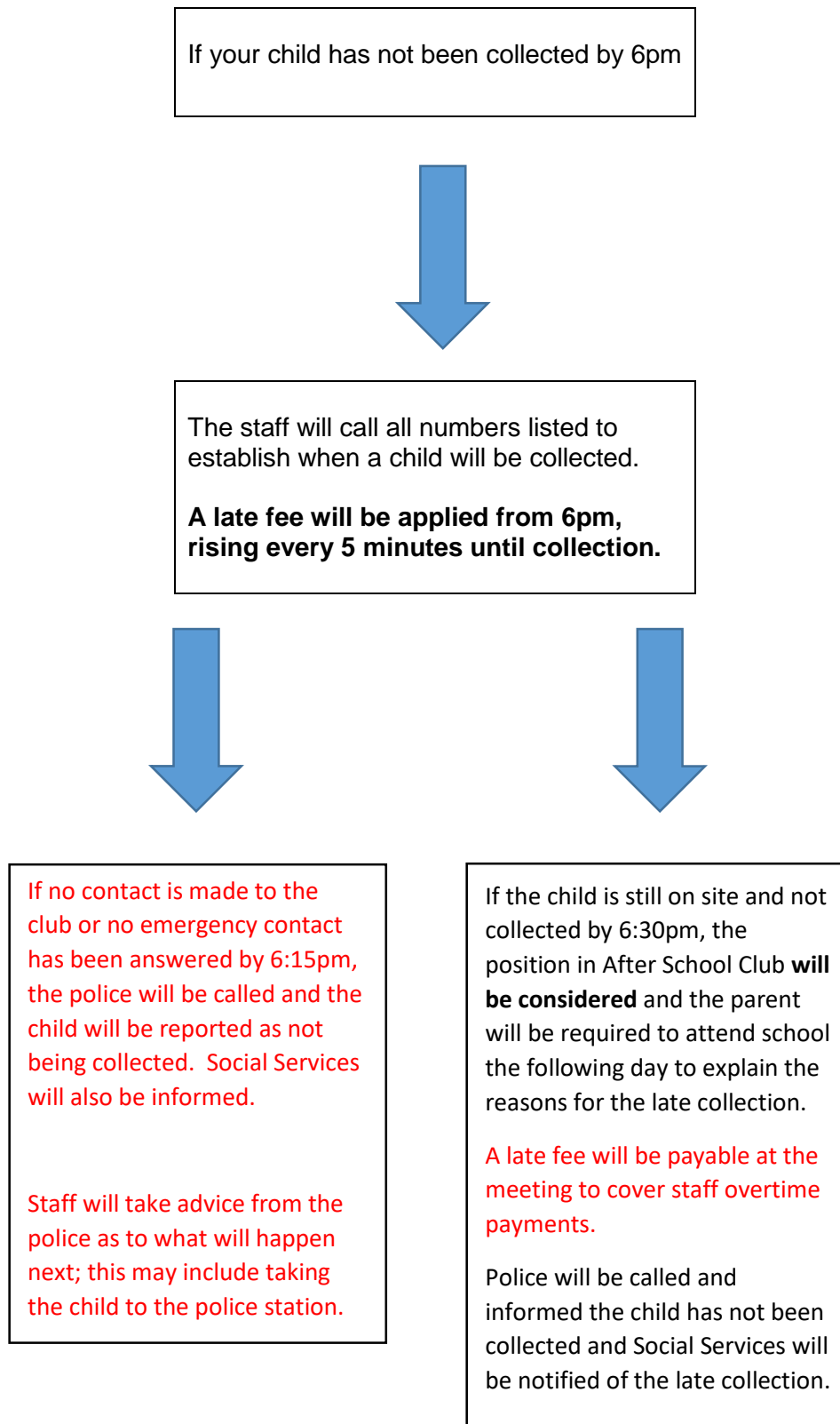
Date.....

Retain the signed Monks Orchard Primary School BC and ASC Booklet

\*Additional/updated information for 2018

# Appendix A

## What will happen at After School Club if parents are late





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Please complete **pages 5 to 8** and return to:

In person: Monks Orchard Primary School Office, FAO the BC and ASC Administrator

Email: [basc@monksorchard.co.uk](mailto:basc@monksorchard.co.uk) or [office@monksorchard.co.uk](mailto:office@monksorchard.co.uk)

By post: FAO The BC and ASC Administrator  
Monks Orchard Primary School  
The Glade  
Shirley  
Croydon  
CR0 7UF

I confirm that I have read and that I agree to abide by the Monks Orchard Primary School Breakfast Club and After School Club Terms and Conditions.

Print Name.....

Delete as applicable: PARENT / GUARDIAN / CARER

CHILD/CHILDRENS INFORMATION:

Names

Class

.....  
.....  
.....  
.....

Signed.....Date.....

For Office Use Only:

Check all sections of the form have been completed: Yes/No

Dietary/Medical Sheet: Yes/No

Set up on ParentPay: Yes/No

Form copied to BASC: Yes/No

Entered on Register: Yes/No

Parent advised: Yes/No

Payment in advance received: Yes/No

Circle BC/ASC/ Both



## MONKS ORCHARD PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB

Name of Main Parent or Carer with parental responsibility:

.....

Mobile.....

Work Tel No.....

Home Tel No.....

Home Address.....

.....

.....Postcode.....

Email.....

*Alternative contact in case of emergency*

Name.....Relationship to child.....

Mobile.....

Work Tel No.....

Home Tel No.....

Home Address.....

.....

.....Postcode.....

Email.....



**Attendance:**

Please circle sessions required:

Breakfast Club: Monday Tuesday Wednesday Thursday Friday

After School Club: Monday Tuesday Wednesday Thursday Friday

Start Date: .....

**Please circle which statement is applicable to this booking:**

**These sessions will remain in force until further notice OR**

**These sessions will be revised weekly in advance**

**Collection:**

Please state who will be collecting your child

Name.....Tel. No: .....

Name.....Tel. No: .....

**Medical/Dietary Details:**

Does your child have any medical conditions and/or additional needs? Yes / No  
*(this information is essential in order for us to provide the relevant support for your child).*

If YES, please give details.....

Is your child taking any medication? Yes / No  
(If yes please complete a medication form available from the school office)

Does your child have a known allergy or special dietary requirements? Yes / No

If YES, Please give details.....

Name of GP: .....

Address of GP.....

.....Tel No. of GP.....



**Parental Consent:**

*Please delete as appropriate:*

I do/do not consent for my child to be given First Aid treatment or be taken to hospital for treatment in an emergency.

I do/do not consent to my child being photographed for Monks Orchard Primary School BC/ASC display purposes only.

I do/do not consent to my child having their face painted.

**Declaration:**

I wish to apply for admission of the above named child to Monks Orchard Primary School BC/ASC.

I declare that the information on this form is correct and I will notify you of any changes to the information in this form.

I have read and agree to abide by the Terms and Conditions of registration.

I enclose one week's payment in advance (all payments are made one week in advance, this is not a deposit) with this application.

If no places are available, I would like to be placed on the waiting list, Monks Orchard Primary School will then contact me when a place becomes available.

Signature of Parent or Guardian

.....

Date.....