



ST BOTOLPH'S C OF E PRIMARY SCHOOL

## THE ST BOTS CLUB!



## **Aims of The St Bots Club**

The St Bots Club aims to provide a friendly, safe environment for children, with a wide range of activities both inside and outside depending on the weather.

Children will be provided with a light tea from an organised menu, served after 4.30pm (eg bread, rolls and wraps, beans/spaghetti on toast, hot dogs, fresh fruit and raw vegetables, water, milk, squash and juice). Any special dietary needs are catered for and the menu has been designed to complement the midday school meal and with the school's "Healthy School Policy" in mind.

We are committed to providing equal opportunities for play and participation and we will endeavour to ensure that your child(ren) have a safe and happy time at the Club.

### **Opening Times**

The St Bots Club is held in our lovely Studio building and is open every weekday during term time, excluding Staff Development Days, from 3.05pm to 6.00pm. Parents are asked to book in advance where possible but may telephone the School Office **up until 2.30pm** on the day to enquire on the availability of places.

If you need to contact our After School Club Leaders **after 4.30pm**, please use the following telephone number: **07552 173329**.

### **Cost**

3.05pm - 4.30pm - £5.00 per child (or £4.00 for siblings who attend together)

3.05pm - 6.00pm - £9.00 per child (or £7.50 for siblings who attend together) including a light, cold tea.

All children collected after 4.30pm will be charged until 6.00pm.

A late fee of £5.00 per 15 minutes (or part thereof) will be charged for any children collected after 6.00pm to cover staffing costs.

Payment is required on the first day of attendance each week and can be paid in advance. Payment must be made online via School Gateway. We will not offer credit and we reserve the right to refuse further bookings if the full fee is not paid.

### **Information Sheet**

Please fill in this form with as much detail as possible.

### **General**

- We have some general terms and conditions that you must read and agree to.
- We are always open to new ideas and suggestions or thoughts regarding the St Bots Club and we do appreciate your feedback. Likewise, if you have any problems or questions regarding the Club, please do come and speak to us.

### **Contact Details:**

Kim Barton, Office Manager

Tel: 01474 365737

Email: [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)

# THE ST BOTS CLUB

## Contract between St Botolph's C of E Primary School's St Bots Club and the parent/carer of

..... (full name of child).

### The St Bots Club agrees to:

1. Ensure that your child has the opportunity for quality play, social interaction, physical activity, intellectual stimulation, creative achievement and emotional stability.
2. Be open from 3.05 to 6.00pm every weekday, term time only.
3. Notify the parent/carer of any accident / injury occurring during the Club.
4. Be available to discuss any concerns the parent / carer may have at a mutually agreeable time.
5. To provide your child with a light tea, taking note of any dietary considerations.
6. Issue receipts for all payments made.
7. Abide by our published policies and procedures, copies of which are available to parents from the school office on request.
8. Abide by the admissions policy of the St Bots Club.

### The Parent(s)/Carer(s) agree to:

1. Pay the fees on the first day of attendance each week or in advance. Where fees fall two weeks into arrears the place will be withdrawn and may be offered to another child.
2. Collect children on time. All children collected after 4.30pm will be charged until 6.00pm. If children are collected after 6.00pm, a late fee of £5.00 per 15 minutes (or part of) will be payable to cover staffing costs.
3. Provide the children with a set of outdoor clothes suitable for all weathers if preferred.
4. Abide by the policies of the St Bots Club.
5. Be available to discuss any concerns the staff may have about my children.
6. Pay the Club fee of £5.00 (£8.00 for two siblings) if I collect my child(ren) before 4.30pm. After 4.30pm my child(ren) will be provided with a light tea and the full fee of £9.00 will be payable (this is non-negotiable).
7. Inform the school immediately of any changes to contact details or health issues.

I have read and understood the terms and conditions of this contract and agree to abide by the policies of the After School Club.

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

Name (please print) .....

## THE ST BOTS CLUB CHILD INFORMATION SHEET

A separate form is to be completed for each child.

Child's Name:	
Date of Birth:	
Class:	
Emergency Contact 1: Name:	
Contact Tel No(s):	
Relationship to Child	
Emergency Contact 2: Name:	
Contact Tel No(s):	
Relationship to Child	
Names of Persons authorised to collect your child (including contact numbers) if different from above:	
1. Name:	Tel:
2. Name:	Tel:
3. Name:	Tel:
Child's Doctor: Name	
Address:	
Telephone Number:	
Details of any significant health issues (including additional education needs and/or physical disabilities)	
Details of any special dietary requirements and allergies	
Do you consent for members of staff at the club to apply sun cream to your child in hot conditions?	YES/NO
Do you have any objections to photographs being taken of your child to be used for publicity reasons?	YES/NO
Any other relevant information:	

If medication is to be given during The St Bots Club an additional consent form will need to be completed.

In an emergency, when a parent's attendance cannot be immediate, it may be necessary to obtain treatment for a child from a doctor or the casualty department of a hospital. We would ask that you give your consent below in the unlikely event of this occurring.

**In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic, to be given to my child**

Signed: ..... Date: .....

Relationship to Child: .....