



RIVERMEAD EXTENDED DAY CLUB

Please note submitting this form does not automatically guarantee a placement. Please check availability with the Club Supervisor.

Please tick the box (es) of the club that you are applying for:

After School Club (ASC)

Breakfast Club (BC)

After School Club (ASC)

ASC is open from 3.15 pm until 6.00 pm on weekdays during school term-times to children between 4 (when in full time education) and 11 years old. The children have structured free play until snack/tea followed by a range of organised activities including crafts and games until home time.

Breakfast club (BC)

BC is open from 7:50 AM till 8.50 Am, Children are offered a range of breakfast choices followed by a range of organised activities before starting school.

Supervisor contact details:

Phone: Marie Cryer on 07950 005500. Please leave a message as all calls will be answered.

Email: RASC@rivermead.wokingham.sch.uk

Please return the completed application to:

Rivermead Primary School
Loddon Bridge Road
Woodley, Berkshire
RG5 4BS

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Rivermead
Primary School

APPLICATION FORM

| | |
|--|---|
| Child's full Name: | |
| Known as: | |
| Date of birth: | |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Email address (needed for invoicing): | |
| Days attending the club (Please tick all that apply): | BC: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri ASC: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri |
| Request start date: | |
| Full names of parents or guardians: | |
| Parent responsibility: Name 1/Relationship: Name 2/Relationship: Permission to collect your child 1: Permission to collect your child 2: | / / / / |
| Home address: | |
| Post code: | |
| Religion (if any): | |
| Cultural Background: | |
| Language Spoken: | |
| Additional needs/Information: (Including SEN diagnosis or any specific requirements needed to aid time spent at club) | |
| Food Allergies/Preferences: | |

Contact Numbers (Include numbers for both parents/guardians, if available, and any mobile and/or pager numbers)

| | | |
|--|------------|---------------|
| Home Telephone Numbers: | | |
| Place(s) of work: | Mother | Father |
| Work/Mobile Numbers: | | |
| Please note, if another person other than those listed on this form have been authorised by you to collect your child, we must have this in writing. <small>(other than the above numbers: please specify relationship to the child, eg, Gran) or someone who could get to the club quickly in your absence.</small> | | |
| Doctor's name: | Number: | Surgery name: |
| Please sign & date form: | Signature: | |
| | Date: | |



TERMS & CONDITIONS

Please read carefully and sign and date below:

1. I agree to pay £10.00 (ASC), £5.00 (BC) per session (from January 2018) for each child from Rivermead Primary School. I understand that all sessions booked must be paid for, even if my child does not attend for any reason.
2. I agree to bring my child to Breakfast club before **8.15 am** if I require them to have breakfast.
3. I understand that breakfast starts at **7:50 am** and I cannot leave my child unattended on school property before this time, unless they are UKS2, and we have written notification of this.
4. I understand that if payments are in arrears by more than **1 month**, my child's place will be forfeited.
5. I understand that any fees not paid by the 15th working day of the month will incur a £10.00 penalty that will be shown in your following months invoice.
6. I agree to give a month's notice, in writing, if my child will be leaving Rivermead's After School /Breakfast Club.
7. The child attending Rivermead's After School /Breakfast Club is in full time education.
8. I agree to keep my child away from Rivermead's After School /Breakfast Club if advised to by a doctor or other medical professional, or by the co-ordinator or deputy co-ordinator.
9. I will endeavour to inform a member of staff or school office in advance if my child will not be attending Rivermead's After School /Breakfast Club on their usual sessions.
10. I will arrange for my child to be collected from Rivermead's After School Club no later than 6pm, by myself or someone that is on schools' collection list. Should any other person be collecting my child, I will inform staff in advance. If I collect my child after 6pm, I agree to pay a surcharge of £5.00 per 15 minutes. If the child is not collected within a reasonable time and there has been no contact with Rivermead's After School Club, I understand that the Duty Officer at the Social Services Department will be informed.
11. I understand that Rivermead's After School /Breakfast Club accepts no responsibility for valuable items brought to the club and that children are discouraged from bringing items of that nature, anything brought in for school will be encouraged to be put into their bag.
12. I understand that Rivermead's After School /Breakfast Club accepts no responsibility for loss or damage of school wear and accept that my child's clothes may get dirty during a session.
13. I agree to abide by decisions made by Rivermead's After School /Breakfast Club staff and management regarding persistent inappropriate behaviour.
14. I accept that my details will be held on computer and paper records (under the terms of the Data Protection Act) and will remain confidential to Rivermead's After School /Breakfast Club staff and management team.

Signature of parent/guardian:

Name (in block capitals):

Date:



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CONSENTS

Please fill in a separate form for each child attending the After School / Breakfast club

Child's Name:

I consent to my child receiving any emergency treatment necessary during the course of the club.

Signed: Date:

I *agree/do not agree** to my child watching u films that have been previously previewed by the staff.

Signed: Date:

(*Please choose as appropriate)

Photographic use (child or young person under 18). Failure to complete this section will mean your child will not be able to take part in any photo shoots at Rivermead After School /Breakfast Club.

I/We being the person having parental responsibility for the child named in this application.

I/We agree to do not agree to

the child being photographed by a photographer (including a newspaper photographer) at or in connection with Rivermead After School/Breakfast Club and for staff training portfolios, photographic observations as part of their training.

If you have agreed above, please complete the following:

I/We agree to do not agree to

the image of the child contained in any photograph produced being used in connection with any publicity relating to Rivermead After School /Breakfast Club or Wokingham District Council. This would include, for example a Rivermead After School /Breakfast Club prospectus, booklets on admission to Rivermead After School /Breakfast Club, guidelines to council services, etc., the council's newspaper for residents, Wokingham District News, or other publications.

I/We understand that by agreeing to this I/we agree to the child's name being used in any caption or article used with the photograph as appropriate and to the extent that any resultant photograph constitutes personal data within the meaning of our Data Protection policy details of which can be found on the school website, my/our consent operates as consent, on behalf of the child, required by the policy, but only for the purpose indicated above.

Signature:

Date: