THE NEST - DENBY FREE'S AFTER SCHOOL CLUB

Registration form

This form must be completed before a child can attend The Nest After School Club for Health and Safety and Safeguarding purposes. Children will not be admitted if this form has not been returned.

Information for Parents/Carers

The Nest After School Club Schedule

The Nest will run from 3.25pm until 6pm daily, and there are two sessions that you can choose from:

- Session 1 runs from 3.25pm until 5pm and costs £9.00.
- Session 2 runs from 3.25pm until 6pm and costs £12.00.

A light tea consisting of sandwiches, a healthy snack and a drink will be on offer for your child.

Behaviour

All children who attend are expected to follow the schools Rules and Behaviour Policy. Continuous breach of these will result in your child's registration being cancelled.

Charges/Payments

The Nest will run from 3.25pm until 6pm daily, and there are two sessions that you can choose from:

- Session 1 runs from 3.25pm until 5pm and costs £9.00.
- Session 2 runs from 3.25pm until 6pm and costs £12.00.

A 10 minute grace period will be given to parents who are late collecting their children. After this time the following charges will apply:

- Parents who have booked to collect their child at 5pm and arrive after 5.10pm will be charged for the £12 session rate instead of the £9 session rate.
- Parents who have booked to collect their child at 6pm and arrive after 6.10pm will be charged an additional late payment fee of £10 per child.

Payments need to be made via your child's ParentPay account in advance of the session. The Nest charges must be cleared on a weekly basis or future sessions will not be booked.

Policies

Policies linked to The Nest After School Club: (copies can be found on the Denby Free school website and are available on request from the school office)

- Charging and Remissions
- Extended Services Policy
- Complaints procedure
- Behaviour Policy
- Administration of Medicines

The Nest After School Club Closure

In the event of unforeseen circumstances, we will contact you at our earliest opportunity to inform you that the club will not operate on that day.

Childs Full Name	
Date of Birth	
Class	
Name and phone number of Parent/Carer (1)	Name: Number:
Name and phone number of Parent/Carer (2)	Name: Number:
Emergency contact details should parent/carer be unavailable during after school club session	Name: Number: Relationship to child:
Doctors Surgery Name and Phone Number	
Medical information e.g. allergies, dietary requirements.	
Password to be used by anyone collecting your child from the club	
You Tax Free Childcare Reference Number (if you are using this service)	

Consents

I/we give permission for first aid to be administered to the child named on this agreement.

I/we give permission for my child's photo to be taken during The Nest After School Club and used within school.

I/we agree that my child will adhere to the school rules and behaviour policy to ensure registration remains in place.

I/we understand that the The Nest After School Club cannot accept responsibility for my child's possessions or valuables whilst he/she is attending the club.

I/we understand it is our responsibility to keep the staff at The Nest After School Club updated of any changes to the information supplied on the registration form.

I/we will keep The Nest After School Club leader informed of any changes that may affect our child's wellbeing.

Parent/carers full name (s)

Signature (s)* Date

*We require signatures from both parents/carers where applicable.

Booking Pattern

Please insert a ✓ next to the relevant pattern and schedule below

Regular Booking									
Please indicate which days and sessions your child will attend The Nest After School Club									
Monday		**Tuesday**		**Wednesday**		**Thursday**		**Friday**	
3.25pm - 5pm		3.25pm – 5pm		3.25pm – 5pm		3.25pm – 5pm		3.25pm – 6pm	
3.25pm – 6pm		3.25pm - 6pm		3.25pm – 6pm		3.25pm – 6pm		3.25pm – 6pm	

Flexible Booking - Sessions required alter each week. Sessions need to be booked by 1pm, at the latest, the day before the session is required. **No guarantee of spaces available.**	

Full charges will apply in the event of an absence for **all** booked sessions.