

ST MONICA'S CATHOLIC PRIMARY SCHOOL

BREAKFAST & AFTER SCHOOL CLUBS

APPLICATION FORM

Child's Name(s) _____

Class _____

Class _____

Class _____

Class _____

Requested start date: _____

Requested days:	Breakfast Club 7.30am – 8.50am Ideally drop off by 8.10am as breakfast is served at 8.15am. Please state what time you intend to drop off your child/ren.	After School Club 3.15pm – 6pm Please state what time you intend to pick up your child/ren.
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

I understand that all payments will be made via Parent Pay. If I am paying by Child Care Voucher, I will inform the school office of the details and ensure there is sufficient funds made available prior to my child starting breakfast and after school club.

I have read and accept the Terms and Conditions overleaf YES/NO

Signature of Parent/Carer _____

Name of Parent/Carer (please print) _____

Breakfast & After School Clubs Terms and Conditions

Admission

- Parents/Carers will be required to complete an Application Form indicating the days they wish their child to attend.
- Once the admission is secure, the parent/carer will be contacted to confirm the place. The child's place will be secure until such time as a parent wishes to withdraw their child.
- Parents/Carers are required to give 1 month's notice if they no longer require a place for their child at the Club, or wish to change their regular day.

Fees

- The cost of providing a high quality, safe environment service for children is not inexpensive and to ensure the high standards and sustainability of the clubs, it must ask that parents/carers respect the fees policy.
- The level of fees is set by the Governing Body and will next be reviewed in April 2019. Thereafter the fees will be reviewed annually, with a term's notice given of any change. The fee per **Breakfast Club is £5.50 (7.30am – 8.50am)**. The fee per **After School Club is £12 (3.15pm-6pm)**.
- Payments of fees will be monthly in advance.
- Payments will be made through ParentPay. Child Care Vouchers and other such means will be accepted and will be paid directly to the school bank account (details on request).
- If there is availability, children may attend Breakfast or After School Club on an ad hoc basis with 24 hours' notice. All ad hoc booked sessions are to be paid for in advance.
- All payments are non-refundable and child absences and holidays taken within term time are to be paid for.
- If you foresee a planned absence (e.g. medical appointment), one month's notice in writing/email to the Club Manager is required otherwise the session will be charged for.

Late Payment

- If full payment has not been received within 30 days from the invoice issue date, a £20 late payment fee will be charged. If full payment is not received within the next 30 days, your child will be automatically withdrawn from the Club.
- Any invoices unpaid after this point will be referred to the Governing Body

Late Collection

- If you are aware that you are going to be late due to an unavoidable delay e.g. train or traffic, please contact a known adult (friend/relative) who would be in a position to collect your child. Please ensure you contact the Club Manager to advise of any changes in pick up.
- **Late collection of children will incur a fine of £5 per child for each 5 minutes** (e.g. 5 minutes late = £5 charge, 10 minutes late = £10 charge etc)
- After four late collections in a term, your child's place will be withdrawn from the Club.

Attendance

- If your child is not attending the afternoon session (for example to attend a play date/party), you must contact the Club Manager to inform them of this absence. A register will be taken at the start of the afternoon for After School Club and it is essential that staff are not wasting time looking for that child and finding out where they are.

The Breakfast Club manager is Mrs Elaine Murphy who can be contacted on 07415 217 056. The After School Club manager is Mrs Ellie Weston who can be contacted on 07535 814 562. They both work during the school day and so can only be contacted outside of school hours. They can also be contacted on breakfast.afterschoolclub@st-monicas.enfield.sch.uk If you have an emergency regarding breakfast or after school club during the school day, please email office@st-monicas.enfield.sch.uk or telephone 020 8886 4647.