

# School Buddies

Before & After School Club

Holden Clough Community Primary School.

Contact Mamta Mistry

Within club opening hours 0161 331 3246

Club enquiries between 7.15am to 07808 202 204

e-mail [info@schoolbuddies.co.uk](mailto:info@schoolbuddies.co.uk)

## Session Enrolment and Booking Form

### Your Child's Details

	<u>Child 1</u>	<u>Child 2</u>
Name		
D O B		
Gender		
Ethnicity		
Relationship to you		
Class		

### Sessions Required

Please tick

Before school	Monday	Tuesday	Wednesday	Thursday	Friday
7.15 - 8.40					
8.00 - 8.40					
After school					
3.10 - 4.00					
3.10 - 5.00					
3.10 - 5.30					
<u>Full time</u>					

# School Buddies

## Before & After School Club

If you require full time, please specify if you require the 7.15am or 8.00am morning session.

Password -----

It is important for staff at School Buddies to be aware of who is permitted to drop off and collect your child from the premises. All contacts MUST be registered formally. This will save any misunderstanding for both parties and upset for the child.

**Please notify the manager on duty if you intend your child to be delivered or collected by someone unfamiliar to the setting. All children MUST be signed in and out of the setting by a responsible adult at each session**

Please be aware, we will not allow a child to be picked up by any person under the age of 16, any person who is deemed unfit through the influence of alcohol, drugs or substance abuse.

Please take time to read the clubs policies as these are here for your protection, your child and the staff of School Buddies.

**Detailed procedures and policies are available for your inspection at the setting at all times through the manager. See Mrs Mistry.**

**Please sign below to acknowledge you have this information and you are in receipt of the Complaints and Behaviour, Uncollected Child and Missing Child Policies.**

Signature.....

### **We require your permission!**

- |  |        |
|--|--------|
| To allow your child to have their face painted.                | Yes/No |
| To take part in all cultural activities.                       | Yes/No |
| To watch PG films that staff deem acceptable.                  | Yes/No |
| To apply sun cream if necessary                                | Yes/No |
| To allow your child's image to taken whilst at School Buddies. |        |
| For use in the club displays, literature and club publicity.   | Yes/No |

Signed \_\_\_\_\_

Date \_\_\_\_\_

# School Buddies

Before & After School Club

## Please keep this sheet for your information

### Opening times and cost of sessions

School Buddies will be open from 7.15am to 8.40am Monday to Friday.  
3.10pm to 5.30pm Monday to Friday

<b>Morning session</b>	Fee	
7.15am - 8.40am	£7.10	* Please note breakfast is included in this fee.
8.00am - 8.40am	£4.90	
<b>Afternoon session</b>		
3.10pm - 4.00pm	£5.50	* Please note afternoon snack is included in this fee.
3.10pm - 5.00pm	£8.85	
3.10pm - 5.30pm	£10.35	
<b>Full Time Weekly Fee</b>		
7.15am-5.30pm	£79.75	
7.15am-5.00pm	£72.25	
8.00am-5.30pm	£72.45	

The above fee will be reduced by 15% for a second child and subsequent children of the same family.

Payment is due on Monday of each week please. Please pay by standing order, if possible.

### School Buddies bank details

Barclays Bank

Sort code 20-64-12

Account number 13250563

# School Buddies

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## Important reminder of School Buddies Terms and conditions of payments

Payment is due on Monday of each week please.

Charges for absence: see below as our signed contract on registration

Childs sickness: First three days full fee, any subsequent days half fee.  
**Please contact the manager** if your **child is absent** from school, it is important to us to, as we have to account for your child's safety and wellbeing whilst in our care.

Parents occasional holidays or days off: full fee.

Days off with one week's notice half fee.

Cancellation of days or sessions booked/non attendance: full fee.

Facility closed: no fee.

Children attending school clubs before attending School Buddies

up to 1 hour £5.80 over 1 hour £7.25.

**Late collection of children** will incur a fee of £3.60 per child for every 5 minutes late.

If there are two or more children in the family the fee is £3.60 for the first child and half rate (£1.80) for other children. This is due to an increase of club staff hours and site manager costs and also late closure of the school.

Please take time to read the clubs policies as these are here for your protection and that of your child and the staff of School Buddies.

Detailed procedures and policies are available for your inspection at the setting at all times through the manager. See Mrs Mistry for more information.