

# Marlow breakfast and after school club @Foxes Piece

## Information and registration pack 2025

# Welcome to the breakfast club and after school club @Foxes Piece

Marlow's after school and holiday club is situated off the Wycombe road in Marlow held at the youth centre and has successfully been running for 20 years we run as a private not for profit making organization for the local community.

Hello I would like to thank you for your interest in the Marlow breakfast and after school club, Please let me introduce myself and tell you a little bit about our facility, I'm Rebecca I have been a part of Marlow's after school club for 20 years and have lived in the area for more than 30 years so I can see the need of a very committed club for the children in and around the Marlow area to attend.

Our after school club runs from January to December 3.00pm till 6.00pm term time only however I have been able to extend the clubs hours into the main holidays running from the Marlow youth and community centre.

Easter two weeks (excluding bank holiday)

First four weeks of the summer holiday's hours will be 8.30am till 6.00pm Monday to Friday.

We ask that you send your child/children with a packed lunch other than that we will provide the rest, the club will run within the youth centre however on bright clear days we will try our best to take the children on outings to local parks for picnics, fun and games and may be an ice cream.

Please do not hesitate to discuss available places with me, sooner the better as to avoid disappointment.

I have put this pack together to help you make the best possible decision for you and your child/children when choosing childcare. I hope this will end any doubts or fears you have when leaving your most precious possession you have in the hands of someone else.

# Admissions

## Admissions Policy

Children will not be able to attend The Club until their parent/carer has completed a registration form. This form includes emergency contact numbers and any needs of the child. The form will be kept on the premises in a secure place to ensure confidentiality. It is the responsibility of parents to inform The Club of any changes in personal details and circumstances. The Club is open to all children aged between 4-11 years. Places will be allocated on a first come first served basis, however preference will be given to children if they already have a sibling attending The Club.

We are registered to care for: no more than 40 children at one any time, as the premises and equipment must be organised in a way that meets the needs of 3–5-year-old children allowing space of 2.3m<sup>2</sup> per child.

The club will be happy to take any child within my registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability however I would like to make the following statements:

I am happy to take SEN children or children with medical requirements providing I feel we can provide them with the care they need. (For example, we will be able to provide one to one care or look after a child in a wheelchair, as the club is suitable for this care) If your child has additional needs, please discuss them with the manager first as I would not want to raise your expectations.

All children will be welcomed into the club and I will encourage the staff and the other children in the club to support us with this. We request a four-week settling in period on our contract, so if you or your child is not happy with the arrangement it can be terminated easily.

If you have any concerns regarding my admissions policy, please do not hesitate to contact me.

## **Bookings**

The club requires a non-refundable £30 registration fee this fee will be required even if the child is only booked in as an ad hoc placement. Proof of identification in the form of a utility bill and driving license is also required.

Bookings should be made to the manager by our booking form, email or by telephone. Parents must obtain confirmation that a place is available.

## **Fees**

The fees for The Club are reviewed annually. Payment is due in advance. It is payable monthly or weekly by cash, cheque, or direct transfer into the club's account. The club reserves the right to exclude children from the club if fees are not paid promptly. We also reserve the right to take legal action for any unpaid fees.

Fees are as follows.

Breakfast club £5.00 per session 7.30am till 9pm (last admission 8.45am)

After school club

Invoiced places £16.00 per session 3pm till 6pm

Adhoc places £16.50 per session 3pm till 6pm

If places are booked on an Adhoc basis they must be paid for at the end of each session.

To keep the prices low for everyone, we are unable to make reductions for the first 2 siblings however if a 3 sibling attends this will be set at £5.00 per session.

Parents on low incomes may be eligible to claim childcare tax credit. This credit works on a sliding scale to allow parents to claim a rebate of up to 70% of their childcare costs. Further information is available from the gov website [WWW.tax credits.inlandrevenu.gov.uk](http://WWW.taxcredits.inlandrevenu.gov.uk) Help line 0845 300 3900

## **Cancellations Policy**

Cancellations may be made in person or by telephoning the play manager. Cancellations must be received before the start of the session to ensure that staff members do not spend unnecessary time searching for missing children. A member of staff will be available to take messages between 2:30-6:15pm on the days that the club is operational. The club mobile number is 07814275437 a message can be left on the club mobile. Should a child be absent at short notice and/or you are unable to contact the club, then a message should be left with the school secretary. If a child, we are expecting to pick up is not at the collection point we always check with the school on the Childs whereabouts. All cancellations must be paid for in full. Four weeks' notice is required to cancel the allocated place. Four weeks' notice is also required for change of days or any reduction in days.

## Equality of opportunity policy

### Equality of opportunity

Here at the club we give all children in our care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more support during a particular activity or routine.

All children in our care are given the opportunity to play with all the toys. No toys are just for girls or just for boys. We try to ensure all toys and equipment to reflect positive images of children and people from different cultures and with different abilities. We have toys and resources that challenge stereotypical ideas.

No child in our care will be discriminated against in anyway, whether it is for skin colour, culture, gender, ability, or religion. Here at the club we will challenge any remarks that we feel are inappropriate.

We encourage the children to learn more about their own culture and to find out about the culture and religions of other children. We do in this in a fun way through sharing books, colouring sheets, cooking and eating different food from around the world and celebrating special festivals. The club will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.

We encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual.

We encourage Parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding of them and the world around them.

If you have any concerns regarding this policy please discuss them with the manager

The Out of School Club works in accordance with all relevant legislation including:

Disability discrimination Acts 1995

Race Relations Act 1976

Sex Discrimination Act 1986

Children Act 1989- 2004

Care standards act 2000

Data protection act 1998

Human rights act 1998

The Club's activities will be available to all children and families.

## Behaviour management policy

### Promoting positive behaviour

We believe that children and adults flourish best in an environment where everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

1. Rules will remain consistent and age/development appropriate. Children will be encouraged to contribute to behavioural guidelines, as ownership is often acceptance.
2. Behavioural expectations will be the same for boys and girls and take into account variations amongst cultural and social groupings.
3. Parents will be made aware of The Club's behavioural policy, any sanctions taken and discussions will take place to ensure that all parties are working together to ensure the child has a consistent environment.
4. The child will be made aware that it is the behaviour at fault not him/herself. Strategies will be used to try to avert the problem, such as distraction.
5. Positive behaviour will be encouraged and rewarded.
6. Physical punishment will not be tolerated under any circumstances. Sanctions might include time out to calm down.
7. If inappropriate behaviour continues The Club will look at the antecedents as this often highlights the cause. Parents will be involved and diaries might be kept. Records of incidents will be kept and shared with parents.
8. If, after discussions with the parents and child, the inappropriate behaviour continues, it may be necessary to exclude the child if the safety of others is compromised.

Promoting positive behaviour is especially important we do this by:

Giving lots of praise for good behaviour

Giving the children individual attention so they feel valued.

Setting a good example, being a good role model

Listening to what the children have to say.

Rewarding good behaviour (choosing next activity etc)

Giving children certificates for good behaviour, sharing etc.

The club helps the children understand the rules, which are realistic, and we do enforce the use of them. We do not give out confusing signals. all children will misbehave at some time. The club has developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:

## **Distraction**

Ask the child to come away from the situation and help them to choose an alternative activity.

**Discuss with Child.** If the child is of age to understand, a staff member will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. If the child is not of an age to fully understand why we have ask them to come away from the situation then a light approach will be adhered to through puppets and talking.

Time out

Removing the child from the activity and sitting with them quietly for a few minutes

Children will be guided to consider the following rules when planning what is acceptable/unacceptable behaviour:

1. Are dangerous, hurtful or offensive to someone else - children or adults.
2. Are dangerous to the child.
3. Will make the child unwelcome or unacceptable to other people.
4. Damage other people's property.

The club will not permit any form of bullying.

Bullying can be:

- Physical: pushing, kicking, hitting, biting etc
- Verbal: Name-calling, sarcasm, rumour spreading and teasing
- Emotional: Excluding, ridicule, humiliation, tormenting
- Racist: taunts, graffiti and gestures

Being bullied can result in the victim having depression, low self-esteem, shyness, poor academic achievement, and isolation in extreme cases threatened or attempted suicide.

If a bully is left unchecked, they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult.

If the club has any concerns that a child is being bullied at the club or at school or is the bully, the manager will discuss the matter with you immediately. The club will work with you to support your child to resolve the problem.

If your child is being bullied:

- The staff will reassure them that the bullying is not their fault.
- Tell them that we care about them and we are 100% on their side.
- We will give them lots of praise, encouragement and responsibilities to help them feel valued.

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- The manager will work with you to help the child to develop techniques to deal with the bully-assertiveness, walking away etc.

### If your child is the bully:

- The staff will reassure your child that we still care about them and it is their behaviour we and the other children don't like and we as a family at the club will work with them to help change this.
- The staff will work with your child to find ways to make amends for their actions.
- The staff will develop a reward structure for good behaviour.
- The manager will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

If you have any concerns regarding your child/children please discuss them with the manager as soon as possible. It is much better to deal with these problems before they become major issues.

## Safe guarding children policy

### **Safeguarding and child protection**

#### Safeguarding Children

Play workers have a duty in law to take action if they suspect a child may be subject to abuse. Concern is first and foremost for the child. Play workers responsibilities do not include investigating the suspected abuse. This is the role for the Buckinghamshire Safeguarding Children's partnership who have statutory powers and obligations under The Children's Act 1989 and under Article 19 of the United Nations Convention on the Rights of the Child, which sets out the principle that all appropriate measures shall be taken to "protect the child from all forms of physical and mental violence, injury or abuse, neglect to negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the child in their care. This includes "prevention and the identification, reporting, referral, investigation, treatment and follow-up of instances of maltreatment. If abuse is suspected, the named child protection co-ordinator will sensitively discuss the issue with the parent. An accurate record of the conversation will be made. The manager will report the incident to the BSP and Ofsted if not satisfied. At the club our responsibility as play workers is to ensure the safety and welfare of all the children in our care and to be in line with the procedures laid out by our bucks Safeguarding Children's partnership and the EYFS.

The staff have received training on Safeguarding Children (Child Protection) and we are aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect.

If a child arrives at The Club with bruising or marks in unusual places that may constitute suspected abuse, a report will be completed and duplicate, the parent will be asked to confirm how the bruising or marks got on to the Child's body, An accurate record of the conversation will be made the parent will then sign and keep a copy, a record kept confidential for five – seven years

All staff will attend training to be aware of the possible signs of abuse. These might be:

1. Any significant changes in the children's behaviour
2. Any unexplained bruising or marks
3. Any comments children make which give cause for concern.
4. Any deterioration in a child's general well being.

If any of the above occurs, then a separate confidential record will be set up. These records will include the name, address and age of the child; time and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, where possible in the exact words of the child; then dated and signed by the recorder. This record will only be accessible by the named child protection co-ordinator, parents and BSCP. In the case of suspected abuse, the safety of the child is paramount and foremost. In this instance it may be necessary to pass on information to the first response team without permission.

Disclosure of abuse

If a child chooses to disclose abuse the following rules will be observed:

1. Never make promises that cannot be kept. It may be necessary to involve other people in order to ensure the child's safety.
2. Reassure the child that it is not their fault and that you believe them.
3. Take the child to a safe and quiet area.
4. Ask the child to allow another adult to be present.
5. Do not interrupt the child speaking.
6. Do not ask any probing questions as this could deem the information to be inadmissible.
7. Make a note of the discussion, taking care to record timing, setting and personnel, as well as what was said.
8. Record all subsequent events up to the time of the substantive interview.
9. Contact bucks safeguarding children's partnership and OFSTED as soon as possible.

If the child is at risk from the person collecting them, they must be kept apart until a representative from BSCP arrive

If you have any concerns regarding this policy please discuss them with the manager of the club.  
Recognising and Recording Abuse

## Partnership with parent's policy

### Complaints

I hope that you are happy with the service that the club provides, however we can appreciate there may be times when the club may not be offering you and your child/ children the service that you require. I hope that you will feel able to discuss any concerns or issues that you may have with the club manager directly. If you would rather not talk in front of your child/ children then we can arrange a more convenient time, for example before the club opens or at the end of the session.

It is a requirement by Ofsted that all complaints are logged along with the outcome and any action taken. These records must be available to show an Ofsted Childcare Inspector if required and early years.

The Club will take every precaution to build a trusting and supportive relationship between families, carers, staff and volunteers within the group. Where abuse at home is suspected, The Club will continue to welcome the children and family while investigations proceed. Confidential records kept on the child will be shared with the child's parents. With the proviso that the care and safety of the child is paramount, the Club will do all it can to support and work with the child's family.

The Club will take every precaution to build a trusting and supportive relationship between families, carers, staff and volunteers within the group.

### Parental Involvement/volunteers

The Club is keen to provide a wide range of activities and to provide positive role-model examples to the children. We welcome support from family members, particularly from people with a specialist skill such as woodworking or music. Childcare workers, through the nature of the business, tend to be predominantly female. It is important that children recognise a wide range of people as carers, in particular people with disabilities, other cultures and social backgrounds. Metas support 01494 475777

The Club will always operate with a minimum ratio of one adult worker to eight children. In addition to this ratio, we encourage support from volunteers. Volunteers might be relatives, adults within the community, retired people and young students aged over seventeen in full time education. Regular volunteers will be CRB and health checked. Visitors who have not been police checked will not be left unattended with any child/ children. A record of all visitors and volunteers will be kept and badges will be issued.

### Allegations against a member of staff

Personnel working with children and young people are sometimes the subjects of abuse allegations. It is, therefore, essential to work within a framework of good practice where clear role boundaries, for example, in relation to intimate care, have been established and issues around physical contact have been thought through. Whilst many children will seek physical contact, practitioners may be unsure as to how to respond. The following points offer some guidance.

Touch should be:

- . Age appropriate
- . Be welcomed by the child.
- . Offer a sense of emotional, well-being and security.

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- Reinforce a sense of positive self esteem.
- Support social interaction.
- Encourage confidence and empowerment.
- Be in response to a health or welfare concern (Powell, 2001)

The Club will try to accommodate parental needs when planning meetings and events.

## **Complains**

The Club aims to provide a high quality service that meets the needs of the children and families. We encourage an environment that welcomes exchanges of information on a regular basis. We aim to work in partnership with parents, teachers and the community and welcome suggestions on how to improve our service. The club will keep a record of all complaints and actions for up to 5 years.

### Definition:

We view a complaint as any expression (verbal or written) of dissatisfaction with the service, staff or management of the club.

### **The Complaints System:**

If the complaint is about the service, the initial complaint should be taken to the Play manager.

If the complaint is about a member of staff other than the Play manager, again the complaint should be taken to the Play manager.

If the complaint is about the Playworker/ manager IN CONNECTION WITH SAFE GUARDING, then the complaint should be taken to LADO (LOCAL AUTHORITY Designated officer).

Bucks safeguarding children's partnership.

Walton street, Aylesbury 01296 383962

LADO 020 8770 5000

We hope that the complaint can be talked about and resolved through discussion.

The complainant has the right to inform OFSTED on 0300 123 1231 or [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

If the complaint involves concern for children's safety and welfare then the manager will inform OFSTED at the outset and again once the internal investigation has been completed.

In cases where child protection concerns are raised, the manager will inform the BSCP AND LADO for guidance

In the case of suspected abuse, the safety of the child is paramount and foremost.

Family Unit Team 0808 082 6666

## Timescales

At each stage the Club will acknowledge each written complaint within 14 days and send a full response as soon as possible but within a maximum of 24 calendar days (or a letter explaining the reasons for a delay and a new reply). Oral complaints will be responded to orally following the three stages and times scales outlined above, unless the manager feels the need to confirm actions and outcomes in written format.

## Feedback on service;

If you wish to let us know your views on our service - comments, suggestions or complaints please contact management of the club.

We welcome feedback which lets us know that we are doing something well, or if you have a helpful suggestion on how we could improve our service. The club aims to provide a varied and stimulating learning environment for all the children attending. We will regularly consult with the children to ensure that we are meeting their needs. From time to time we will send out a questionnaire to parents/ carers for feedback about the club. A suggestion box will be out during each session for children and parents to use. However, we do encourage parents to consult with the play manager on a regular basis about the needs of their family. Any concerns will be dealt with in a private, confidential manner.

## Behaviour

Discriminating remarks and behaviour will not be tolerated. The response will aim to be sensitive to the victim(s) and to help those responsible to understand and overcome their prejudices.

## **Confidential**

Parents have the right to access any information that The Club keeps about their child/ children. They do not have the right to information about other children attending The Club. The Club will only discuss information about a child with he/she's parents.

Any information regarding your child or your family, given to the club either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored in a file, which is not accessible to any other party.

The staff members will not discuss your child with others unless we have permission from you. The club will however divulge confidential information to Social Services and to Ofsted if we have any concerns that your child is being abused. Please see the Child Protection Policy.

You may also find out confidential information about the staff and club manager during the course of our working relationship and we would be grateful if you too would respect confidentiality and not repeat what you may have been told to other parties. Information given by parents/carers to The Club will not be discussed with other adults without permission. If you have any concerns regarding this policy please do not hesitate to the club manager

## SEN policy

Supporting children with additional needs

### Special Needs

The Club is totally committed to a policy of full inclusion. If a child has particular needs, these will be discussed with the parent/carer and child before they start at the club. The Club welcomes advice from parents as the "expert" in supporting the child's needs. Activities and events will be adapted to ensure that all children have a chance to participate and develop from the experience. Children will be treated as individuals and respected. Medical, cultural and dietary needs will be met.

The Club encourages staff to undertake specialist training SEN whenever it is available. We will work in partnership with local Special Schools that offer work placements to support this training. Activities will be adapted to enable all children the opportunity to take part. The Club will endeavour to ensure that all children's individual needs are met. Children will be treated as individuals and respected. Medical, cultural and dietary needs will be met.

### Special Educational Needs Policy

The club will have regard to the Special Educational Needs Code of Practice.

We will ensure I have an up to date copy of the Code of Practice and I will make this document available to parents if required.

The club will work closely with parents to listen to their views so as to build on children's previous experiences, knowledge, understanding and skills and provide opportunities to develop in the six areas of learning:

Personal, social and emotional development

Communication, language and literacy

Mathematical development

Knowledge and understanding of the world.

Physical development

Creative development

We will observe and monitor individual children's progress throughout the Foundation Stage and where a child appears not to be making progress either generally or in a specific aspect of learning I will present them with different opportunities or use alternative ways of learning.

If we can identify that a child has special educational needs then we will use the graduated approach as described in the Code of Practice. (Early Years foundation stage)

The club manager will carry out observations and any proposed plans with the parents in a way that encourages them to contribute their knowledge and understanding of their child and allows them to raise any concerns they may have about their child's needs and the provision that is being made for them.

The club will liaise with parental permission using Individual Education Plans. These will record information about the short term targets set for the child, the teaching strategies and the provision to be put in place, when the plan will be reviewed and the outcome of the action taken.

The club will keep this policy up to date with the guidance from early years.

### Admissions

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The Club is open to all children in the community regardless of race, gender or social background. Priority is only given to siblings of children currently attending The Club.

### Resources

These will be chosen to reflect a balanced view of the world and to give children an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory images or messages about any group of people.

### Language

Information, written and spoken, will be clearly communicated in as many languages as required. Bilingual and multilingual children and adults are an asset. They will be valued and their languages recognised and respected in the Club.

### Language Policy

This policy is for children who have English as a second Language.

The club has made a commitment to value the language and cultures of all children in our care. We will endeavour to promote a positive attitude towards bilingualism and provide opportunities for the development of the child's home language.

The club understands that:

Young bilingual learners need time to observe, tune into the new language and try out things that are unfamiliar.

Children need to have books and stories that have some link with different cultures, clear illustrations, repeated actions and language patterns and offer visual support in the form of pictures, puppets and real objects.

The club will work closely with the family to ensure the needs of their child are met. The club will seek their support to obtain books and resources in their home language. We will also gain support from the Early years.

If you have any concerns regarding this policy please do not hesitate to contact me.

## Planning and activities

The Club aims to provide a range of stimulating activities within a safe and secure environment, offering positive opportunities for the children to learn and develop through. The Club provides a child-centred environment where children are encouraged to be involved in making decisions for themselves, and take positive "ownership" of their club.

A range of activities and free play opportunities are provided and children can choose what they would like to do. These activities may include board games, construction, crafts, cooking, role play, music, sports and group games. A quiet area will be available for any children who wish to do their homework, read or sit quietly.

### Physical Contact Policy

As a registered childcare provider here at the club we are very aware that each child has differing needs. Some children like to be affectionate and show it through hugs, kisses etc others are not so tactile. We are happy to hug, hold hands, and tickle your child providing both you and your child are happy with this. We would never force a child to do any of the above if it made them feel uncomfortable.

The staff will restrain a child only if they are at risk of inflicting harm on themselves or others. We will separate children if they are fighting. We will restrain a child if they try and run out of the club. If we do need to restrain your child this will be documented in the incident book and asked you to sign the record. This is to protect all parties.

The staff will need to have some physical contact with your child in order to ensure hygiene routines are carried out. Example: washing of hands.

If you have any concerns or wish to discuss the matter further please do not hesitate to let the club manager know.

## **Care, Learning and Play Policy**

Children learn when they are in a safe and caring environment where they are stimulated through play.

Young children develop best when they are in a safe and structured environment. Young children will develop more, when they have an adult listening and responding to them.

The club will strive to provide your child with an environment that will be caring, fun and stimulating. The club will implement ideas from the early year's foundation stage guidance booklet.

The club will provide activities that support the main learning areas:

Creativity

Physical Development

Mathematical and logical thinking

Language and communication

Social and Emotional Development

Knowledge and Understanding of the World.

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These activities will include:

Books, Small world toys, Construction toys (Lego, duplo etc)  
Pretend play (toy kitchen etc) and dressing up, Water play, Arts and Crafts, Cooking, Outdoor play and gardening.

The club will regularly observe your child and make a written record. This will enable us to make very simple plans on how we can help your child move onto the next stage of their development. These records are available for you to look at anytime.

If there is a particular activity that you would like the club to do with your child, please let the club manager know. We are very happy to support activities that your child has been involved with at home, school or events that have happened. For example if you have been to a animal centre we can continue this theme by providing the children with material to use to make their favourite animal or may be a soft toy cushion and help them understand through books and other resources more about their favourite animal.

## **Play work Observation Policy**

Guidance to the Foundation Stage Curriculum states:

‘Play workers will observe and respond appropriately to children.

This principle requires Play worker to observe children and respond appropriately to help them make progress. This is demonstrated when Practitioners;

Make systematic observations and assessment of each child’s achievements, interests and learning styles,  
Use these observations and assessments to identify learning priorities and plan relevant and motivating learning experiences for each child

Match their observations to the expectations of the early learning goals’

Depending on the age of your child we will be using the early years Foundation Stage Curriculum to support our work.

We will make regular observations on your child, using different mediums, for example, tick lists and photographs. You are welcome to see copies of your child’s observations. All observations are only made for personal use and will remain confidential.

If you have any concerns regarding the content of this policy please do discuss them with me.

**MARLOW AFTER SCHOOL CLUB REGISTRATION FORM**  
**CONFIDENTIAL**

Child's full name: ..... Child's preferred name: .....

Date of birth: ..... Age: .....

School: ..... Male / Female:

Class: .....

1st parent/carer

Name: ..... Home phone number: .....

Home address: .....

Mobile number: .....

Daytime phone number: ..... Times at this number: .....

Email address: .....

2nd parent/carer

Name: ..... Home phone number: .....

Home address: .....

Mobile number: .....

Daytime phone number: ..... Times at this number: .....

Email address: .....

Emergency contact

Name: ..... Home phone number: .....

Home address: .....

Mobile number: .....

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Daytime phone number: ..... Times at this number: .....

Daytime address: .....

Child's Doctor

Name: ; ..... Phone number: .....

Address .....

Special Access Requirements (if applicable):

.....  
.....

Additional Information

In order to meet your child's needs as best we can, please answer the following as fully as possible:

Has your child been given an official diagnosis in respect of his/her needs?

.....  
.....

What outcomes would you like your child to gain from the club?

.....  
.....

Has your child ever been to an after school/holiday club before?

.....

What activities does s/he enjoy?

.....

What activities does s/he dislike?

.....

Is there anything s/he is afraid of?

.....

Is there anything that is likely to upset him/her?

.....

If your child is upset, what will normally calm him/her down?

.....  
.....

In order to meet your child's needs as best we can, please tell us if any of the following apply:

- Needs help/reminding re the toilet.
- Is likely to run off.
- Finds it difficult to get along with other children.
- Is accident- prone?
- Finds it hard to follow instructions.
- Has your child/ children ever had an epileptic fit                      YES    NO    WHEN.....
- Needs help with Eating.
- Needs help to organise him-self.
- Uses a wheelchair.
- Does your child have any allergies? Please specify.....

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Individual needs (including medical, physical, dietary etc):

Please give details of any special needs your child has. This is so that we can plan our activities and meals around the needs of all the children attending the Club. Please include medical conditions, allergies, behavioural needs, disabilities or anything else you feel the staff should know.

.....  
.....  
.....  
.....  
.....  
.....

Please tick the days and circle the time you would like your child to attend the breakfast club or after school Club:

Monday       Tuesday       Wednesday       Thursday       Friday  
AM    PM      AM    PM      AM    PM      AM    PM      AM    PM

Preferred start date: .....

Names of other people allowed to collect your child from the Club:

Name: ..... Signature of collection person: .....  
Name: ..... Signature of collection person: .....  
Name: ..... Signature of collection person: .....

I consent to my child's photo being taken for publicity reasons:      Yes / No

I consent to my child receiving emergency medical treatment:      Yes No

I consent to MASC contacting the school to support EYFS:      Yes / No

Marlow after School Club is a non-profit making organisation, and therefore is dependant of prompt payment of fees. It also values any support parents wish to offer, help or give ideas to the club.

Transport Confirmation

School Attended:
I consent to my child/children being transported from school to Marlow After School club @ foxes Piece by a member of ASC staff: .....
I consent to my child/children being walked from Marlow After School club to the local park by foot by a member of MASC staff: .....

All children attending MASC must first be registered. Places will be allocated and paid for in advance, and a one time non-refundable registration fee of £30 will be required with this submission of this form to hold your child(s) place(s). Children are collected and escorted by a member of staff and remain at the club until collected by an approved adult.

Terms and conditions:-

- Invoices will be issues prior to the start of each term based on the previous terms attendance unless otherwise informed.
- One month's notice is required to reduce the hours of your child.
- Increase in hours will be accommodated as quickly as possible assuming staffing levels allow this.
- Payment is required by monthly standing order or payment direct to the MASC bank account by the 1<sup>st</sup> of each month.
- Full term payment can be made at the start of each term and should be with in the MASC bank account by the 15<sup>th</sup> of the month.
- Payment is in advance.
- Failure to make payment will result in the club serving notice that we can no longer collect your child.
  - Any outstanding fees that are not recovered after the agreement between MASC and parent has terminated will be recovered through the appropriate legal proceeding.
- Proof of identification is required when registering a child. This can be a utility bill dated within the last 3 months.

Marlow After School Club 2010

I have read and understood the policies and procedures document given in the information pack.  
I understand and have accepted the terms and conditions above.

1<sup>st</sup> parent/carer

Name ..... Signature .....

Date:

2<sup>nd</sup> parent/carer

Name..... Signature.....

Date:

The above document will be used as registration to the Easter club and summer club if required.

[Easter club](#)

I would also like my child/children to attend the out of school club on the following days.

Child' s name .....

Monday      Tuesday      Wednesday      Thursday      Friday

Full day.      Half day

For.....days/weeks

Please circle the days required and let Becky know of this arrangement half days are available

Full day will be a set price £30.00 9.5 hours per day

Half day will be set at £19.00 5 hours per day

Summer club

I would also like my child/children to attend the out of school club in the summer on the following days.

Child' s name .....

Monday      Tuesday      Wednesday      Thursday      Friday

Full day.      Half day

For .....days/weeks

Please circle the days required and let Becky know of this arrangement half days are also available

Full day will be a set price £30.00 9.5 hours per day

Half day will be set at £19.00 5 hours per day