



HOLLYMOUNT PRIMARY SCHOOL
TEA TIMERS AFTER SCHOOL CLUB

Registration Form/Parental Agreement

This Registration Form must be completed before the pupil is permitted to attend Tea Timers After School Club

Please ensure that the School Office is in receipt of a completed, up-to-date Data Collection Form – your child will not be able to attend the Tea Timers After School Club unless this has been completed.

Charges from September 2020: £14:50 per session per child;

Child(ren)'s full name(s)

Child(ren)'s Class(es)

Sessions required: Mon Tues Wed Thurs Fri

Rules:

1. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. Children who do not behave well or do not show respect for staff or each other will be excluded from the Tea Timers – either permanently or temporarily depending on the circumstances. Staff organising the Tea Timers will make the decision in conjunction with the Headteacher.
2. Children will not be allowed to leave the Tea Timers room to play outside unsupervised.
3. Staff will not allow pupils to leave the Tea Timers with any person other than their parent, carer, or other person authorised to collect, as stated in the registration form.
4. Parents/carers must sign the collection book, indicating the time of collection.
5. Security –
 - The electronic gate:
 - An access code will be provided to the parents/guardians of the pupils who attend Tea Timers only.
 - The access code must be kept secure and not shared with the children or any other parents/carers
 - Exterior doors will be locked
Parents will be able to collect pupils from the Tea Timers Club via the external door to the extended services area. This will be locked, however a door bell has been installed for parents to indicate their arrival to staff. The Tea Timers staff will open the door once the parent has been identified. Parents may contact the emergency phone number if there is no response to the door bell.
 - Pupils will not be allowed to open the exterior door, even for their own parents.

- Pupils and parents must exit the building through the same door. Pupils are encouraged to bring all their belongings at the start of Tea Timers however they may collect any forgotten items, whilst the parent waits at Tea Timers.
6. The Tea Timers Club is provided for the use of Hollymount Primary school age pupils only
 7. Places must be booked in advance, however the school appreciates that emergency situations do occasionally occur and we will aim to accommodate parents wherever possible. In the event that Tea Timers is oversubscribed, priority will be given to pupils already booked in.
 8. The full charge will always be levied for booked places whether or not the child attends
 9. Fees will be charged at a daily rate per pupil. There will not be a reduction for not eating the full range of snacks available. Charges cover the cost of childcare and a healthy snack.
 10. Payment will be made via Parent Pay according to number of sessions (daily) required and the account must stay in credit.
 11. A mobile telephone is held by Tea Timers staff for parents to contact the after school Tea Timers in emergency situations.

Telephone number: 07821 305045

This number will only be operative during Tea Timers hours; bookings and enquiries during school hours must be made via the school office.

12. The Tea Timers Club will be available from 3.15 pm – 6:00 pm Monday – Friday. The late collection of pupils is unfair to the staff of Tea Timers and the Site Manager. Additional costs are incurred by the school for payment of additional time to these staff. Parents who collect their pupils late (after 6:00 pm) will receive a verbal warning, further incidences will incur a charge of £5 for every five minutes late.
13. Parents must provide medical, dietary and emergency contact information and keep the school informed of any changes to these.
14. Changes to your pre-booked days of attendance should be discussed with Tea Timers Manager with notice of a minimum of half a term and all changes are subject to availability.

NOTICE PERIOD

If you no longer require the service provided by Tea Timers, please note we require a minimum of **half term’s notice and this fee will be levied in the absence of the required notice.**

Having read the above rules I agree to the following:

- I agree for my child to attend the Tea Timers After School club and give my consent for the above named to participate in all Tea Timers activities.
- In the event of an accident or emergency, where I cannot easily be contacted, I give permission for Tea Timers staff to arrange for my child to have medical treatment.
- I acknowledge and agree to the above rules and will share these with my child(ren)

Signed Date

Print Name

Authorisation Section

Staff will only allow named and known persons to collect pupils from after school Tea Timers. Only parents and those listed below will be allowed to collect your child. Please include names of older siblings if they are to be an authorised person. It is important for parents to keep staff informed if there are any changes to this.

Child(rens) Name: _____

Name of Parent/Carer 1 _____

Relationship to pupil

Telephone Number

Secure information (to confirm identity e.g. on the phone/collection).....

Name of Parent/Carer 2 _____

Relationship to pupil

Telephone Number

Secure information (to confirm identity e.g. on the phone /collection)

Other named contact: _____

Relationship to pupil

Telephone Number

Secure information (to confirm identity e.g. on the phone /collection):

Please provide any additional information that we should be aware of about your child i.e. dietary and medical needs.

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