



WIRKSWORTH FEDERATION OF INFANT SCHOOLS AM PM CLUB

REGISTRATION FORM 2018/19

AM/PM Club before and after school care service is offered on behalf of Wirksworth Federation of Infant Schools and Wirksworth Junior School.
We provide a safe, enjoyable and stimulating environment for children before and after school, enabling parents and carers to meet their other commitments.

- Children attending AM PM Club must be registered using this form
- A separate form should be completed for each child
- All users must have read and agree to the Terms and Conditions (attached).

Please return your completed form to Ms Louise Brewell, AM PM Club Manager
c/o Wirksworth Church of England Infant School, North End DE4 4FG.

Dedicated telephone number for bookings and enquiries: 0771 634 3455

TIMINGS AND PRICING

BEFORE SCHOOL CARE

7.45am to school start (including breakfast before 8.15am) Cost = £5.50

- Attending three or more sessions a week qualifies for a discounted morning rate of £5.00
- Additional children from the same household attending the same session qualify for a discounted morning rate of £5.00

AFTER SCHOOL CARE

3.15pm - 6.00pm including snack Cost = £9.50

- Attending three or more sessions a week qualifies for a discounted afternoon rate of £9.00
- Additional children from the same household attending the same session qualifies for a discounted afternoon rate of £9.00

AFTER SCHOOL 'BACK UP' CARE

3.15pm - 3.45pm Cost = £2 (payable on the night)

CHILD'S DETAILS

Surname		
Forename(s)		
Home Address		
Postcode		
Date of birth		
Gender	Female	Male
School		

Names of any siblings also attending AM PM Club

1.
2.
3.

If you require weekly attendance, please indicate which sessions you wish to book

Day of the week	AM Club (7.45am - 9.00am)	PM Club (3.15pm - 6.00pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Details of Parent / Carer 1	
Surname	
Forename(s)	
Relationship to child	
Do you have parental responsibility for this child?	Yes / No
Address and postcode	
Telephone home	
Telephone work	
Telephone mobile	
E-mail address	

Details of Parent / Carer 2	
Surname	
Forename(s)	
Relationship to child	
Do you have parental responsibility for this child?	Yes / No
Address and postcode (If different from above)	
Telephone home	
Telephone work	
Telephone mobile	
E-mail address	

Emergency Contacts

Please provide details of two emergency contacts, other than those named above:

Name:

Name:

Relationship:

Relationship:

Telephone number:

Telephone number:

Mobile tel number:

Mobile tel number:

MEDICAL DETAILS

Doctor's name:

Doctor's address:

Doctor's telephone number:

Details of any medical or other conditions, e.g. hearing, asthma, allergies, disabilities, dietary needs etc.

PARENTAL PERMISSIONS

Please delete as applicable:

- I / we have read, understood and accept all statements in the AM PM Club Terms and Conditions document and would like my child to attend
- I / we give / do not give permission for first aid to be administered, and if necessary, doctor or emergency services contacted.
- I / we give / do not give permission for my child to take part in local walking outings during AM PM Club
- I / we give / do not give permission for my child to be photographed during AM PM Club and school special events, where the pictures are to be displayed only within school, on the school website, sent home, or for the media/press.

Parent(s)/carer(s) signature:**Parent(s)/carer(s) name (print):****Date:**



WIRKSWORTH FEDERATION OF INFANT SCHOOLS AM PM CLUB

TERMS and CONDITIONS 2018/19

AMPM Club before and after school care service is offered on behalf of Wirksworth Federation of Infant Schools and Wirksworth Junior School. Please take note of the following terms and conditions.

Registration

All children must be registered with AM PM Club before they can attend and all relevant forms must be completed and signed by Parent(s) / Carer(s).

Parent(s) / Carer(s) have a responsibility to keep AM PM Club staff informed of any changes relating to their child(ren)'s welfare, such as change of address, health, contact information etc.

Bookings

Sessions at AM PM Club must be booked in advance. Please contact Ms Louise Brewell, AM PM Club Manager, c/o Wirksworth Church of England Infant School, North End DE4 4FG. Telephone: 0771 634 3455.

Hours

AM Club is open from 7.45am and is held at Wirksworth Church of England Infant School. Your child will be walked from here to either Wirksworth Infant School or Wirksworth Junior School as appropriate. Please note that children will not be accepted before 7.45am so please do not try and leave your child before this time. If your child arrives after 8.15am, breakfast cannot be provided.

PM Club is open from 3.15pm to 6.00pm, your child will be collected from their school and walked to Wirksworth Church of England Infant School. Your child must be collected by 6.00pm or earlier. A charge will be made for late collection (see below).

After School Back Up Care is available from 3.15pm until 3.45pm. Your child must be collected by 3.45pm. If collecting after this time then the full PM Club session rate will apply.

Charges

The charges for September 2018 to July 2019 are:

- AM Club £5.50 (including breakfast before 8.15am)
- PM Club £9.50 (including snack)
- After School Back Up Care £2 (payable on the night)

Discounted rates are available as follows:

- Children who **attend** three or more morning sessions a week and siblings attending the same morning session - £5.00
- Children who **attend** three or more afternoon sessions a week and siblings attending the same afternoon session - £9.00

These rates are reviewed annually.

Discounts

To qualify for AM and PM discounted rates children must **attend** three or more AM and PM sessions in a week and siblings must **attend** the same session. If a qualifying session is booked but a child does not actually attend (for any reason e.g. INSET, sickness) then the discount rate will not apply to remaining sessions attended that week.

Payment

Payment can be made by cash, cheque (made payable to Derbyshire County Council) or through a childcare voucher scheme. Invoices for outstanding payments will be issued on a half-termly basis and full payment must be received within seven days of the invoice date. Please give any payments directly to Mrs Brewell at AM PM Club (ie not to your child's school). Payments for After School Back Up Care are payable on the night. Failure to settle your account after seven days will incur a charge of £5.00 a day while fees remain outstanding. If fees remain outstanding for more than two weeks you will be required to pay in advance for any further booked sessions to secure a place for your child.

Collection

AM PM Club staff must be informed if anyone other than the Parent(s)/Carer(s) will be collecting their child. Please sign your child out of AM PM Club when you leave and be sure to properly secure the exit door/gates.

Late Collection

A charge of £5.00 is incurred for late collection between 6.00pm and 6.15pm and an additional £2.00 will be added for every five minutes thereafter. If you are going to be late please inform the AM PM Club Manager (0771 6343455).

Cancellations

We aim to be flexible and if you wish to cancel or swap a booked session please contact the AM PM Club Manager on 0771 6343455. Changes will be accommodated where possible and no charge for cancellation of a booked session will be incurred provided more than **24 hours notice** is given. If you have paid in advance you will be credited a replacement session (swap) or have a deduction made against your invoice the following term.

If your child cannot attend because they aren't attending school due to sickness, no charge will be incurred provided the AM PM Club Manager is given **24 hours notice**. It is your responsibility to inform the Manager.

Failing to attend a booked session without the prior notice specified above will incur the full charge.

Behaviour

Wirksworth Federation of Infant Schools operates a positive behaviour policy, and this extends to AM PM Club. Children are expected to follow the school rules - we listen, we think, we share, we care - and to show respect to staff and other children. All efforts will be made to make AM PM Club a positive and happy place for all participating children. Our responsibility is for the safety and welfare of children at all times.

In extreme circumstances, if there is continual poor behaviour, the parent(s)/carer(s) will be informed and a behaviour contract put in place. If there is no improvement and/or the safety of other children at AM PM Club is compromised, the child will be excluded from AM PM Club.

School Policies

Wirksworth Federation of Infant Schools policies also apply to AM PM Club. These policies are available on the Federation website, but if you would like a paper copy, please make a request via Mrs Brewell, AM PM Club Manager.

If you wish to discuss any policy, please make an appointment to see a member of staff or the head teacher.

Information correct at 9 July 2018