

Welcome to St. Gabriel's Out of School Care Club
Please read and keep this letter for your Information

We offer a very important service to children and their families. Providing, stimulating, positive, safe, and fun play experiences for children, with peace of mind for parents.

St. Gabriel's Out of School Care is managed and run by the Voluntary Management Group. It is open to all children attending St. Gabriel's RC Primary School/Hanbury Farm School

We are based in the Pre-School building, where we will use the playground and garden for the younger children and use key stage 2 playgrounds and school field for the older children.

After a busy school day, the children can let off steam with physical activities, ball games and also enjoy a wide range of activities including indoor games, art and design, modelling, construction toys and much more.

The development and cultural needs of children will be identified through asking the children 10 things they like to do when they start at the club. Including the children in Early Years Foundation Stage (EYFS) 2014., Reception classes

The children will be collected from their classroom at the end of the school day and brought over to the Pre-School. A daily register will be called recording all children collected with time of arrival. A member of the school's office team will sign to say we have collected the children. A parent or authorised person will need to sign their child out on departure.

A parent or authorised person must sign their child in for the breakfast club.

A £10.00 registration fee per family will be payable from the first day your child/children attend the club.

Before school hours are 7.45 a.m. to 9.00 a.m.

The charge for Breakfast care is **£6.00**, sibling **£5.00**.

After school hours are 3.20 p.m. to 6.00 p.m.

The charge for after school care is **£12.00**, sibling **£11.00**

Payment terms - upfront in full must be paid weekly, monthly, by cash, cheque, direct payment into our bank account, HMRC Government Gateway or childcare vouchers in agreement with the Manager/Line Manager. Invoices due for payment will be given to you (Please keep your invoices as a receipt of payment).

Children will not be able to attend the club if there are any outstanding payments and a reminder has been sent out. No bad debts are to be incurred.

Children collected after the stated time will be charged extra. If your children only attend for a one-off session, payment is required on that day.

Please make cheques payable to St. Gabriel's Out of School Club. All enquiries please speak to or call: -Miss Julie Smith on 07772943655 or Mrs. Theresa Miller at St. Gabriel's Pre-School on 01827 250903

PLEASE MAKE SURE WE HAVE YOUR CORRECT DETAILS - IF YOU CHANGE YOUR MOBILE NUMBER REMEMBER TO LET US KNOW

Children collected after 6.00 p.m. and before 6.15 p.m. will be charged an extra **£10.00** each session.

Children collected after 6.15 p.m. and before 6.30 p.m. will be charged an extra **£15.00** each session.

Children collected after 6.30 p.m. will be charged an extra **£20.00** each per session.

Please inform St. Gabriel's out of school care club if your child is unable to attend on a particular day for any reason. Also let us know any after school activities your child attends.

A charged will apply if we have not been informed.

Parent signature_____

Date_____

Managers signature_____

Date_____

Name of School _____ /Year Group _____

St. Gabriel's Out of School Care/Parent Agreement

This agreement is between St. Gabriel's and Parent of:

Childs Name: _____

Address: _____

Post code: _____

Email address _____

Home telephone number: _____

Religious/cultural information: _____

Please indicate days you would like your child to attend:

Breakfast Club **7.45 - 9.00 a.m.**

Monday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		<input type="checkbox"/>

Afterschool **3.20 - 6.00 p.m.**

Monday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		<input type="checkbox"/>

St. Gabriel's out of School Care Club Contact Details

Mothers Name: _____

Occupation: _____

Work address: _____

Work telephone number: _____

Mobile telephone number: _____

Father's Name: _____

Occupation: _____

Work address: _____

Work telephone number: _____

Mobile telephone number: _____

Parental responsibility Mother yes/no. Parental Father yes/no.

Who is allowed Legal Contact: _____

Alternative contact name and relationship

1. _____ Telephone no: _____

2. _____ Telephone no: _____

3. _____ Telephone no: _____

We are always very conscious of the safety of all the children in our care. In order to help us to maintain the high level of security we believe we provide for your child, please ensure that **only named people** collect. **The person collecting must be over the age of 16.**

The following people have my permission to collect my child:

DECLARATION

**I/we understand that I am/we are responsible for the payment of any fees due.
I/we have read and accept the terms of conditions stated in the information pack.**

Mother's signature _____ **Date** _____

Father's signature _____ **Date** _____

Please notify us of any changes immediately.

St. Gabriel's Out of School Care Club
Medical Information

Child's Name:

Date of Birth:

Details of Child's Doctor and relevant medical history:

Name of family Doctor:

Surgery
address

Post code:

Telephone
number

Injections/immunisations?

Does your child have any known medical conditions or allergies?

Does your child have any particular dietary requirements?

Is your child currently taking any prescribed medication?

Is there anything else you would like St. Gabriel's Out of School Care staff to know?

Medical Treatment Consent

In the event of an emergency and my child _____
needing medical attention whilst in the care of St. Gabriel's Out of School Club.

Home address and post code _____

I consent to giving of First Aid in Cases of accidents.

I agree that he/she can be taken to hospital for medical advice or treatment.

I understand that every effort would be made by staff of St. Gabriel's to contact me.

Parent
signature _____ Date _____

Behaviour

- The Club aims to offer a range of play activities in a welcoming atmosphere.
- I understand that any instances of unacceptable behaviour will be dealt with in accordance with the behaviour policy.
- Bullying, harassment, intimidation, and any behaviour that is likely to lead to the health and safety of others being compromised will not be tolerated. (See anti-bullying policy).
- The Club will record details of more serious breaches and discuss them with me as relevant to my child.

I agree with the above statements

_____ (Parents signature)

Data Protection Regulations (GDPR)

At St. Gabriel's Out of School Club we are committed to ensuring that your personal data is protected in accordance with Data Protection Regulations (GDPR) and used in line with your expectations.

To comply with GDPR we need to request your consent and explain what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

WHAT PERSONAL DATA WE COLLECT

The personal data we collect includes your:

Name and address including post code.

Home telephone and mobile phone numbers.

WHAT PERSONAL DATA WE COLLECT ABOUT YOUR CHILD/CHILDREN

Date of birth.

Home address including post code.

Medical requirements

Special educational needs requirements.

Who can collect from the club.

Emergency contacts names and numbers.

Ethnic group

WHY WE COLLECT PERSONAL DATA AND THE LEGAL BASIS FOR HANDLING YOUR DATA

With your consent we will use your personal data for:

Getting in touch with you about your child or in an emergency.

WHO WE SHARE YOUR DATA WITH

We share your data with:

The primary where your child attends.

Staffordshire Safeguarding Children's Board: (if the need arises)

Law enforcement agencies (Police- if the need arises), as it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others.

We will never share your data with other parents. We will never share your data with any organisation to use for their own purposes

HOW DO WE PROTECT YOUR DATA?

We take security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and to prevent unauthorised access.