

You will need to return these forms before your child can start their sessions

***After school club admission pack***

*The School House*

*Hillfoot Road*

*Totley*

*Sheffield*

*S17 4AP*

*01142352148*

*Member of the Pre-School Learning Alliance*

**Registered Charity Number 1045329**

***Information***

We offer a limited place after school club for children attending our nursery or Totley All Saints School from 3.30pm to 5.30pm *(Please collect your child before the finish time as we are not insured for your child*)

A good snack is provided in the cost, including toast and crumpets in the colder months, and ice lollies and milkshakes in the warmer weather.

**The costs are £5 per hour, with a 10% discount for siblings, as follows:**

**3.30pm to 4.30pm : £5 (£4.50 sibling)**

**3.30pm to 5.30pm : £10 (£9 sibling)**

Children will be collected by a member of the nursery staff from the child’s own classroomplease let your child’s teacher knowthat we will be collecting your child.

Children attending after school club are asked to be polite and well behaved, and to respect the equipment and toys which are set out for use by nursery children. All children are asked to tidy away before they leave for home. Appropriate craft, cooking, and games are provided for use by the school age children.

All children must make their way across from the school in an orderly manner using the appropriate pathways.

If your child will not be attending ASC due to sickness or any absence please let us know by email, phone call or text to 07957833611

Once sessions are booked we do not refund for missed sessions and we require a half terms notice for any changes or termination of place.

**Before making any booking you need to ensure that you have parental responsibility for the child who the booking is for. If there are any safeguarding issues around the child we must be informed and we will be contacting the school’s Designated Safeguarding lead to inform them of their place at little Saints Breakfast club to ensure that we are communicating effectively.**



**Little Saints After School Club Admission Form**

***Please print***

Child’s name………………………….................................

Date of Birth………………………………… School year ………..

Address………………………………………………………...................................

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

………………………………………......... \*Person making the booking ………………………………

**\*Parent/ Carer’s details**

1st contact name………………………………………..

Relationship to child……………………………….

Tel no…………………………………………… Email…...................................................................................

Address (if different from above)……………………………………………………….

……………………………………………………………….

\*Do you have parental responsibility (YES/NO)

**\*Parent/Carer’s details**

2nd contact name……………………………………………

Relationship to child……………………………………..

Tel no………………………………………….. Email…...................................................................................

Address (if different from above)…………………………………………………………

…………………………………………………………………..

\*Do you have parental responsibility (YES/NO)

1. Name and contact details of any other person which could be used in an **emergency.**

Name……………………………………………………

Address..................................................................................................................

....................................................................... Tel. no……………………………………

1. Name and contact details of any other person which could be used in an **emergency.**

Name……………………………………………………

Address..................................................................................................................

....................................................................... Tel. no……………………………………

1. Name and contact details of any other person which could be used in an **emergency.**

Name……………………………………………………

Address..................................................................................................................

....................................................................... Tel. no……………………………………

Person’s authorised to collect my child must be aged 16 and over.

* Name ……………………………………… tel. no ………………………………..

Address………………………………………………………………………………

* Name ……………………………………… tel. no ………………………………..

Address………………………………………………………………………………

* Name ……………………………………… tel. no ………………………………..

Address………………………………………………………………………………

* Name ……………………………………… tel. no ………………………………..

 Address………………………………………………………………………………

Password

………………………………………………………….. Signed ………………………..

 ***Health Details***

Please answer the following questions, and provide appropriate details where required.

Does your child have any medical conditions or allergies?

Does your child have any Special educational needs or disabilities?

Do they have any special dietary requirements?

Is your child receiving any ongoing treatment or medication?

Can we obtain emergency treatment for your child if needed?

*If medication will need to be given an authorisation form giving details will need to be completed*

In the case of an emergency, where an ambulance has to be called, we will inform a parent or child’s nominated person that the child is being taken to hospital and we ask that we are met there by them. This relates to the 1989 Children’s Act where the nursery becomes the parent/ carer while the child is in our care.

**\*Safeguarding**

Any Safeguarding issues we should be aware of. Eg family court orders, restrictions etc

Any other information or special circumstances that Little Saints should know in order to support your child.

**Office use only**

Staff member who checked the forms:………………………………………………..

Sign:…………………………………………….. Date:……………………………

Do you need to contact the School DSL (YES/NO)

Any other comments

Date:

Fees Policy and Procedures

Little Saints Nursery will provide parents with full information about how and when to make fee payments. The nursery is not for profit organisation and cannot afford to have unpaid fees.

* Fees are calculated per term and broken down into more affordable monthly payments and are payable one month in advance.
* If you are booked into Breakfast club, core sessions and Afterschool club you will receive two separate invoices for these so please keep track on each balance.
* All fees are to be paid by the last date of each month shown on the invoice, other than extra sessions which are paid according to the date on the invoice.
* Failure to pay outstanding fees by the date shown will result in a **£5** late charge added to your balance every week it remains unpaid. A reminder letter, phone call, text or e-mail will also be sent. If this approach still results in non-payment, the following actions will be taken to claim the outstanding fees:

The parent/carer will be invited to nursery to discuss the outstanding balance.

The parent /carer may be able to set up a payment plan to recover the outstanding balance.

The child’s place in nursery will be ‘put on hold’ (those children receiving Free Early Learning Hours will still be able to attend for their free hours), and he/she will not be able to return until the outstanding balance has been recovered or payment plan has been agreed upon and an advance payment is made.

The parent/carer will be given a date when the outstanding account needs to be settled by.

Failure to settle will result in legal proceedings taken to recover the outstanding amount.

This agreement will need to be signed along with a termly attendance form before your child starts their sessions at Little Saints Nursery.

**Fee increase**

As we are a not for profit organisation we try to keep our session prices low and review them yearly. We will inform you at least 1 month in advance of any fee increases.

**Non-funded week**

Little Saints Nursery is a term time only nursery where we operate for 38 weeks of the academic year.

We may sometimes make the decision to open for 39 weeks of the year. On this occasion this extra week will be a non-funded week where FREE EARLY LEARNING ENTITLEMENT cannot be claimed. In the event of a non- funded week you will be notified in advance and asked if you wish to book your child in for extra sessions. These sessions will be invoiced separately to your termly invoice and need paying in advance.

Fee paying parents will also need to book in for sessions on a non-funded week.

**Late pick up fee**

Nursery finishes at 3.20pm core hours. If you are booked in for After school club then your finish time will be dependent on how many hours you booked in for.

 If you are late the following charges will apply.

* 5 – 10 minutes £5 charge
* 10 - 20 minutes £10 charge (please turn over)

And then £5 added every 15 minutes after that.

\****I have read and understood this policy in full and agree to the terms in regard to the payment of fees***

\*Signed parent/carer:……………………………………………..

\*Print name:…………………………………………………………..

**Little Saints Nursery After School Club**

 **Booking Form**

Time: 3.30pm-5.30pm

**Cost: £10.00 or £9.00 for siblings (charged at £5 per hour)** After School club is available to nursery and children from Totley All Saints School.

**Children will be collected by a member of the nursery staff from the child’s own classroom.**

Priority is given to nursery age children and the siblings of children attending our nursery.

To book a place all forms must be completed and returned to the nursery prior to starting at the After School club.

**Please note that refunds cannot be given for booked places unless the school is closed.**

 (Any changes must be made in writing at least half a term in advance this includes notice to terminate the place)

**Please print**

Child’s name....................................................................

D.O.B............................................................... School year..................... / Nursery.........

Childs home address..............................................................................

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

E mail address..................................................................................................

Contact telephone number...................................................................

Parent / carer’s name.................................................................................

Special dietary requirements.....................................................................

Any health/medical conditions ………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |  |
| No of hours |  |  |  |  |  |

*Please tick the days you require and specify the number of hours (1 or 2)*

Parents Signature............................................................................

Date.....................................

 ***Please turn over***

***Data protection May 2018***

Little Saints Nursery would may want to contact you from time to time regarding emergency closures or any other ASC related business.

We do not share your information with other parties.

Please sign if you are happy for us to contact you

Name ............................................................. Signature.......................................... Date ..............