



**River Bank**

INSPIRE · EMPOWER · ACHIEVE

**Orchard Care Club**

**River Bank Primary School**



**Information Booklet  
September 2019**

Welcome to Orchard Club, which is River Bank Primary School's provision for breakfast and after school paid care.

We hope you find this pack informative but if you have any additional questions please do not hesitate to contact a member of the office team who are more than happy to help.

Orchard Club is open to all children who attend River Bank Primary School.

Before your child can attend the Orchard club you must complete the registration form and sign it to state that you agree with the information listed.

### **Charging**

With effect from 1<sup>st</sup> September 2019, the following charges will apply:

Breakfast Club - free to all children from 7.45am – 8.30am

After School Club - £4 from 3.30pm – 4.45pm

If you have a 2<sup>nd</sup> or subsequent child attending the after school club they are charged £3 from 3.30pm – 4.45pm.

Parents must book places and pay online. However, where this is not possible a booking form, which is available from the school office, must be completed and returned with payment before the booking. If there is an outstanding amount on the account, children will not be able to attend until this is paid.

### **Cancellation**

A period of 24 hours' notice must be given to cancel a place. No refunds will be given or money carried forward where less than 24 hours' notice is given.

If your child is ill we will charge for the first day of the booking but not for any subsequent days that they are off school.

### **Dropping off and collecting children**

For breakfast club, children must be dropped off at the community entrance, where the child will be ticked off against the register.

For after school club children are collected from the main reception. All children must be signed out of after school club by the person responsible for collecting them.

Under no circumstances will a child be allowed to leave with anyone other than those named on the registration form unless the parent / carer has given express instructions and we will not allow children to walk home unaccompanied from the after school club.

The after school club closes at 4.45pm and children must be collected promptly. Where children are collected late an additional payment of £5 per 15 minutes will be charged.

### **If a parent / carer is late:**

#### **First time**

When the parent / carer arrives they will be reminded that they must call the school to notify us if they are going to be delayed and they will be advised of the late collection fee

#### **Second time**

The parent / carer will be invited in to a meeting to discuss the issues they may face in collecting their child. They will be advised that if they are late again then the late collection fee will be applied.

#### **Third time**

The parent / carer will be advised that the late fee will be applied to their account and that their child's place at the club will be reviewed. Social services may be contacted in some cases, but this will be discussed with parent / carer.

### **Safeguarding**

All staff at River Bank Primary have responsibility to promote the welfare of the children in their care in line with our Safeguarding Policy. All staff are aware that they have a duty to report any concerns to the school's designated safeguarding lead or deputy.

### **General Information**

Orchard Care Club operates during term time only.

We work hard to provide an excellent service. Should you be unhappy about any aspect of the club please speak to the School Business Manager in the first instance.

Continual inappropriate behaviour may result in your child's place being withdrawn.

The Orchard club is part of the River Bank Primary School's overall ethos and aims to provide quality care provision which gives you peace of mind and confidence that your child is happy and safe at all times whilst in their own school environment.

To ensure that your child has a place in our Orchard club please complete and return the registration form.

Please also return the booking form if you are unable to book a place online.

## River Bank Primary School

### Breakfast and After School Club Registration form

Name	Current year group	Date of Birth
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#### Parent / Carer Details

Name	Name
Home address	Home address
Telephone:	Telephone:
Work address	Work address
Telephone:	Telephone:
Mobile number	Mobile number
Email address	Email address

Alternative emergency contact details (please provide details of at least one other person that can collect your child and that we can contact if we are unable to contact you).

Name	Relationship to child	Mobile number
Address		Other telephone number(s)

Name	Relationship to child	Mobile number
Address		Other telephone number(s)

### Details of child's doctor

Name of Doctor	
Address of surgery	Telephone number

### About your child

Please detail any dietary requirements:
Please detail any additional / special needs:
Please detail any medical needs including details of medication:
Please detail any allergies (we will need medical evidence):
Any additional information:

- I consent to my child attending this club. I understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club. I agree to follow the procedures within the information booklet.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested.
- I will inform the school office if my child will not be attending the club on a day that he / she is booked in to the club.
- I accept that whilst at the club my child may get involved in messy activities.

- I agree to book and pay for the club sessions I require in advance of the dates booked.

I give permission for a member of staff to administer appropriate first aid if required.

I give permission for a member of staff to seek any necessary emergency medical advice or treatment in the event my child is involved in a serious accident. I expect to be contacted immediately on the telephone numbers provided to the club.

Signed .....

**Terms and conditions**

I understand that persistent late collection of my child may jeopardise my child's place.

If my child is not collected by 4.45pm, I agree to pay the late collection charges as stated in this booklet.

If my child is not collected by 5.15pm and that after doing everything possible to contact parents and emergency contacts, a member of staff will be legally required to contact social care.

I understand that should there be any accidents involving my child at breakfast or after school club involving my child, I will be informed of the situation.

I understand that the school's policies will apply to both the breakfast and after school clubs.

I understand that the information given on this form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with our safeguarding policy

I confirm that the information given on this form is correct and agree to notify the club of any changes to any of the details.

I have read and, in signing this form accept the above conditions for my child attending the breakfast and / or after school club.

I give permission for my child to:

Play in the school grounds with supervision

Take part in individual / group photographs

For photographs to be used for publicity

Signature of parent / carer .....

Please print name .....

Date .....