

## St Cuthbert Mayne After School Club

### When?

From 3.15 in the afternoon until 6.00pm (last pick-up).

### Where?

Based within the school, the After School Club takes place throughout the hall, the wrap around care room and playground. Parents collecting children should access the school via the buzzer at the playground gate.

### Who?

The Club is open to all children at the school from Reception to Year 6.

### What will we do?

The Club is meant to be more home than school...

There will be a selection of snacks available and lots of activities for the children to choose from. These will include outside games (weather permitting), inside games, art and crafts, construction toys, quiet areas for games and reading and chat, the option to do homework and the chance to chill with a film and lots of occasional activities such as cooking...

### How much does it cost?

A regular place at the After School Club costs £13.00 a day.

Children can be booked in for every day, regular days each week or on an adhoc basis (£14.00) - the choice is yours.

If a parent or carer is late collecting their child a penalty of £5.00 per 15 minutes, per child will apply. The time the parent/carer collects the child will be noted on the register.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club.

### Who will staff the club?

The club will be staffed by St Cuthbert Mayne support staff.

The club will be open every day of term **except** INSET days and the last day of each term.

Please complete the form and return it the school office or email a copy to [info@stcuthbert-mayne.surrey.sch.uk](mailto:info@stcuthbert-mayne.surrey.sch.uk).

**After School Club**

**St Cuthbert Mayne After School Club**

Please complete and return this form to the school office or email a copy to [info@stcuthbert-mayne.surrey.sch.uk](mailto:info@stcuthbert-mayne.surrey.sch.uk)

Child's Name .....Class.....Birth Date.....

Parents' Name/s.....

Home Address.....

Parent's Contact number: (Home/Mobile).....

Parent's email address for invoicing purposes.....

**Emergency Contact Telephone Numbers:**

1: Name..... Work..... Mobile.....

2: Name..... Work..... Mobile.....

3: Name..... Work..... Mobile.....



**Days requested, please complete as appropriate:**

I would like my child/children to attend on the following days:

Mon	Tues	Wed	Thurs	Fri	Start Date

Please note: you will receive confirmation, written to the above e-mail address, to confirm that we have a space for your child in the club. Until you receive confirmation of a request spaces are not guaranteed.

Booking request (please circle)      Regular      Adhoc attendance

Method of payment (please circle)      SCOPAY      Childcare voucher – provider name \_\_\_\_\_

Who is authorised to collect your child from After School Club? (include all names and relationship to child)  
.....  
.....

For security reasons, please provide a password. Authorised adults will be required to give the correct password before they will be allowed to collect your child. Please do not share the password with your child.

Password:

Please list any allergies or other medical information for your child:

I certify that the child I am enrolling is allowed to attend After School Club and in the event of an accident I hereby give my consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment on my behalf. The cost is £11.50 per child, per regular session and fees are payable in advance. Ad hoc sessions can be booked via SCOPAY, cost £12.50 per child.

Please refer to the full Breakfast Club and After School Club Policy for full details of cancellation policies and payment terms.

Signed..... Name ..... Date .....

To reserve your space, please return the form to the school office or email to [info@stcuthbert-mayne.surrey.sch.uk](mailto:info@stcuthbert-mayne.surrey.sch.uk)  
For ad hoc bookings please return the booking form to ✉ [info@stcuthbert-mayne.surrey.sch.uk](mailto:info@stcuthbert-mayne.surrey.sch.uk)