

ROPSLEY RASCALS AFTER SCHOOL CLUB



Registration contract and guidelines for parents and children

Thank you for showing an interest in joining our Ropsley Rascals After School club. Included in the pack below are the club's guidelines, aims and policy details plus the contract and registration form.

Please read the guidelines carefully and explain them to your child. When filling in the form please take care with your answers. If you have any queries please talk to a member of the after school club team at the club. It is important that you fill in the form accurately; your child's welfare and safety depend on it.

Please remember to inform a member of the Ropsley Rascals After School club team of any changes to the details on the form as soon as they occur, this is particularly important with your contact details. The pack also contains the procedures the members of the Ropsley Rascals After School club team will take in an emergency.

Our Aims

We aim to provide a high quality After School Club which meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

Ropsley Rascals After School Club Contact Details

The Ropsley Rascals After School Club is situated in the school building:
Ropsley CE Primary School
School Lane
Ropsley
NG33 4BT
01476 585379

Ropsley Rascals After School Club Guidelines

These rules are to ensure the safety of your child whilst attending the club. Please read them and explain them to your child and then sign the registration and contract forms to indicate that you and your child agree to the conditions.

The school expects parents to collect their child promptly at the end of each Club session, make payment for their child's club sessions and to keep the school informed of any changes in parental/carer contact details and collection arrangements.

Children will be taken to the club by their class teacher and registered every afternoon by a member of the Ropsley Rascals After School club team.

Children must not leave the club until they are collected by their parent/carer. It is the parent/carer's responsibility to ensure that their child understand(s) that they cannot leave until collected by their parent/carer.

It is the responsibility of parents/carers to let the Ropsley Rascals After School club team know if their child is not attending a session. In an emergency or at short notice this may be done via the school office.

Children should not go into any unsupervised area.

Whilst the Ropsley Rascals After School club team will endeavour to ensure that the children take their belongings with them at the end of each session they cannot accept responsibility for any belongings left behind.

Please ensure that your child's belongings are suitably labelled so that they may easily be returned to them.

Your child is expected to behave appropriately at all times in accordance with the Golden Rules. (See Behaviour Management Policy on the school website)

EMERGENCY PROCEDURES

Accidents

Should your child injure themselves at the club the procedure is:

The incident and any treatment will be recorded in the accident book located in the Ropsley Rascals After School Club.

If the injury is a minor one but to the head parents/carers will be given a normal 'head letter' detailing where on the head the injury occurred and at what time and the treatment given.

If the injury is not to the head it will be treated in line with the school's first aid policy and parents will be informed when they collect their child.

If the injury was more serious and might require medical treatment parents/carers would be contacted as soon as possible.

In the event that a child needs to go to hospital an ambulance will be called and a member of staff will accompany the child and stay with them until their parents arrive.

Fire

The club will follow the school fire policies. Fire drills will be practised during Ropsley Rascal Sessions. The club has fire extinguishers at recognised fire points.

Behaviour Policy

Children and adults are expected to adhere to the schools behaviour management guidelines at all times. (See Behaviour Management Policy on school website)

Child Protection Procedure

All Ropsley Rascals After School club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Signed Parent/Carer Dated

Ropsley Rascals After School Club Registration Form Confidential

Name of Child DOB Class

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Name of Parent/Carer.....

Home Address

.....
.....

Home telephone number

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Mobile Number

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Work Number

.....

Name of Other Adult Contact

Address

.....
.....

Home telephone number

Mobile number

Work number

Medical Details

Does your child(ren) have any medical problems/requirements that the Ropsley Rascals After School club team should be aware of? Yes/No

Does your child(ren) have any dietary needs/requirements that the Ropsley Rascals After School club team should be aware of? Yes/No

Please list below:

Child's Name Medical Need Dietary Need

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

Doctor's Name and address

.....
.....and telephone number
.....

Contract for Users of Coopers Lane Ropsley Rascals After School Club

Child's Name:

Days Attending: Monday/ Tuesday/Wednesday/Thursday/Friday

The terms and conditions listed below form the contract between the parent/carer and the school.

The club will be open during the school's term times, 5 afternoons a week, Monday to Friday from 15:30 to 17:00 (15:15 for Reception Children)

Children will be taken to the club by their class teacher and registered every afternoon by a member of the Ropsley Rascals After School club team.

Your child will be offered a suitable healthy snack and plenty of drinks during the session or you may provide a snack of your own if you wish.

Payment for Ropsley Rascals After School club should be made to a member of The Ropsley Rascals Staff when you collect your child or to the school office in a sealed envelope with your child's name and class written on it. If payment is not received an invoice will be raised on the Monday of the following week. Parents are then expected to pay within one week. Unfortunately, we cannot allow children to attend if parents do not make payments. The current cost is £3.00 per day.

Payment should be made for a whole session even if your child only stays for part of it.

The school reserve the right after discussion with a parent/carer to withdraw a place for a child who does not observe the golden rules and whose parent/carer does not pay for their child's Ropsley Rascals After School club sessions.

All children need to be collected on time. Late collection will not be tolerated. The club will operate a '3 strikes and out' policy. After 3 late collections unless a reasonable explanation has been given to either the Senior Ropsley Rascals After School Club Worker or the Headteacher or school office parents and carers will be asked to remove their child from the club.

The Headteacher and Governing Body are the final arbiters over any issue relating to the Ropsley Rascals After School club.

Signed Parent/Carer Dated

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Signed Headteacher Dated

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