

19. Please note that children who are not collected from After School Club by 5.40 pm will have a £10.00 late pick-up charge added to their account.
20. Any child arriving at either Club without a booking will have a £10.00 charge added to their account, as well as the fee for the session.
21. Where children are repeatedly collected late or are not booked onto sessions, our procedure for uncollected children will be carried out in line with Club and School Policies.
22. The club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.
23. The club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
24. The Club follows the same expectations around health and attendance as does the school.
25. The club will not be liable for lost property brought onto the premises by parent/carer or child.
26. The club is covered by the schools insurance
27. At the start of the school day the children will be taken from Breakfast Club to their classrooms in time for registration.
28. At the end of the school day the children will be directed by their teacher to After School Club.
29. The Club's follows all policies of the school (other than Behaviour Management)
30. The direct line for both Clubs is 020 3982 1938, to be used during Club operating hours only. For queries regarding bookings and payments, please contact the school office on 01733 202403.

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I have read, understood and agree to comply with the Terms And Conditions of the Early Bears Breakfast and Straw Bears After School Club:

Name of child

I have completed a Breakfast/After School Club Registration Form and Booking form

Yes/ No

Parent/ Carer Signature

Name in full

Date:



Registration form for Early Bears Breakfast and Straw Bears after School Club

Child details

Name	Current year group	D.O.B.
Child's Doctor	Doctor's Phone number	Doctor's Address

Parent /Carer details

Name		Name
Home Address		Home Address
Telephone:		Telephone:
Work Address		Work Address
Telephone:		Telephone:
Mobile Number		Mobile Number
E mail address		E mail address
Mother / Father / Both parents have legal responsibility		

Please specify any medical needs including details of medication

Please detail any known allergies

Please detail any dietary requirements

Please complete additional information for your child:

All accidents and emergencies are entered via the medical tracker system.

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 or emergency medical advice or treatment in the event that my child needs it.

I understand that the information given on the registration form is confidential.

I will complete a new registration form if any of the above details change.

Signature of Parent/Carer..... Date:.....

Please print name.....



Early Bears Breakfast Club

The Breakfast Club is based in our "wrap around" room next to our EY classrooms and is the ideal place to leave your children in the morning before school.

The Club is open from 7.45am to the start of the school day, Monday to Friday during term time. We are able to take children of school age who attend AJS.

We are flexible to meet your needs:

- Bookings can be on a regular or on an ad hoc basis but places are limited so must be booked in advance via the School Gateway.
- Children can attend any number of days a week from 7.45am.
- The cost of the club is £3.50 per session and will include either cereal or toast and a drink.

The Breakfast Club aims:

- to support working parents by providing a high quality services which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- to offer the children the opportunity of having a healthy breakfast at the start of the school day.

The Breakfast Club will provide:

- a healthy breakfast with a choice of cereal or toast plus a choice of fruit juice, milk or water.
- activities before and after breakfast - such as drawing, board games, crafts, play or a quiet area where the children can work if they wish;
- respect for any dietary, religious or medical requirements;
- a high standard of care in a secure and supportive environment. We want children to feel relaxed and happy before starting the school day;
- opportunities to support learning (by helping with homework and reading);
- caring and qualified supervisory staff.

Staffing

There will be the appropriate number of staff dependent on the attendance numbers for that day. All staff are DBS checked, First Aid trained and have a certificate in Food Hygiene.

Routine

Children should arrive at 7.45am; no responsibility will be taken for children arriving before this time. Entrance to the Breakfast Club is by the KS1 gate then crossing the playground to the EY unit. Children will remain in the care of the Breakfast Club staff until the start of their school day when they will be taken to their classrooms in time for registration.

Booking

Numbers are limited to ensure a safe adult:child ratio, so please ensure that your child's place is booked in advance via the School Gateway. In order to access these bookings, please complete the registration forms and speak to the school office.

You can email your forms to office@aldermanjacobs.cambs.sch.uk

Children that arrive at the Club without a booking will have a £10.00 charge added to their account, as well as the fee for that session.



Straw Bears Afterschool Club

The Straw Bears Afterschool Club is also based in our "wrap around" room and has been set up to provide childcare after school for the pupils of Alderman Jacobs School.

The Club is open from the end of the school day to 5.30pm Monday to Friday during term time.

We are flexible to meet your needs:

- Bookings can be on a regular or on an ad hoc basis but places are limited so must be booked in advance via the School Gateway.
- Children can attend any number of days a week from the end of the school day.
- The cost of the club is £6.00 including a drink and a snack.

The Afterschool Club Aims:

- to support working parents by providing a high quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- peace of mind for parents/carers, knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

The Afterschool Club will:

- provide the highest possible standard of care in secure and supportive surroundings;
- create an environment where children can relax after the school day, we want them to feel comfortable and happy;
- encourage children to join in a variety of activities and play;
- create opportunities to support learning
- employ caring and qualified supervisory staff.

Staffing

There will be the appropriate number of staff dependent on the attendance numbers for that day. All staff are DBS checked, First Aid trained and have a certificate in Food Hygiene.

Routine

The Club starts at the end of the school day. Children will be directed by their teacher to the Club when their school day ends. Once at the Club the register is taken and the children have a chance to settle down, relax and have a drink and snack. Weather permitting they can play in the outside area or with an activity inside.

Collection

Only people authorised by the parents/carers on your child's registration form are allowed to collect your child, unless staff are informed otherwise. All children should be collected by 5.30pm. If you are running a little late please let us know.

Children who are not collected by 5.40 pm will have a £10.00 late pick-up charge added to their account.

Booking

Numbers are limited to ensure a safe adult: child ratio, so please ensure that you book your child's place in advance via the School Gateway. In order to access these bookings, please complete the registration forms and speak to the school office.

You can email your forms to office@aldermanjacobs.cambs.sch.uk

Children that arrive at the Club without a booking will have a £10.00 charge added to their account, as well as the fee for that session.