

Before and After School Clubs Booking Request Form

Summer Term 23/24 (08.04.2024 – 18.07.2024)



This completed form can be returned from 6pm on Sunday, 18th February via the school office email account (office@rugbyfreeprimary.co.uk) – please ensure that when returning the form, it is a word/PDF document to enable us to print it off.

All bookings are for a term, but payments can be made for half a term or the full term.

Places will be allocated on a first come, first served basis. However, some clubs may have a waiting list from the previous term i.e. Pokémon, children on the waiting list will be allocated a place first, then we will work through all the other forms.

Please do not promise your child they will get their first option for each days' request as this is not always possible.

The deadline for all payments in advance to guarantee a place is 5th April 2024.

IF NO PAYMENT IS RECEIVED BY THIS DATE – YOUR CHILD'S PLACE WILL BE ALLOCATED TO ANOTHER CHILD.

Child's name..... Year.....

We will require the full term commitment from parents to ensure correct staff/pupil ratios. All clubs must be paid for in advance (full term or half term) otherwise we cannot guarantee a place for your child and you will be asked to come and collect your child from club. Please see Payment section.

Breakfast Club 7.30am – 8.40/8.50am (light breakfast included – toast or cereal)

Please can I request the following days for my child. (Please tick)

| BREAKFAST CLUB 7:30am - 8:40am/8.50am (£6.00 per session) | | | | | | | | | |
|--|--|---------|--|-----------|--|----------|--|--------|--|
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |

Pupils will not be able to swap their after school clubs – for example if you need a Tuesday and Wednesday one week and a Thursday and Friday the following week, you will need to book Tuesday, Wednesday, Thursday and Friday each week – this is to ensure we have the correct staff pupil ratios and to ensure all children get the chance to join a club and that we are not saving a space for someone who isn't attending. **Whilst we will do all we can to accommodate first choice requests please accept that this may not always be possible. Please indicate below a 1st, 2nd and 3rd choice of club, for each day,** to ensure your child has the maximum opportunity to take part.

| AFTER SCHOOL ACTIVITY CLUBS 3.10/3:20pm – 4:20pm (£3.50 per session) | | | | | |
|---|------------------------------------|----------------------|---------------------------|-----------------------|-------------------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Reception and KS1 | Football | Dodgeball/bench ball | Gymnastics/cheerleading | Multisports | Football |
| | Kick cricket/striking and fielding | Junk modelling | Puppet making/mask making | Under the sea crafts | Superhero club |
| | Disney craft club | Safari crafts | Construction Club | Kindness Club | Fitness fun |
| KS2 | Dodgeball/bench ball | Double football | Netball | Double football | Gymnastics/cheerleading |
| | Comic club | | Athletics Main playground | | Table Tennis |
| | Chess Club | Quiz club | Pokémon/animation club | Around the world club | |
| Reception - Y6 | Calm Club | Calm Club | Calm Club | Calm Club | Calm Club |

After School Care Club (with a light snack included) – 4.20pm - 5.45pm (collection between 4.20pm and 5.00pm is not allowed due to snacks being prepared and being eaten!)

Please can I request the following days for my child. (Please tick.)

| CARE CLUB 4:20 – 5:45pm (£7 per session) | | | | | | | | | |
|--|--|---------|--|-----------|--|----------|--|--------|--|
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |

Payment

- All fees must be paid for in advance. If we have not received payment beforehand, your child will not be able to attend club.
- Any parent who has fees outstanding from last term will not be able to book their child in to clubs.
- Any parent who has credit from last term’s clubs will have that taken off their amount owed
- Please do not send us any payment until you have had your clubs confirmed and have received an invoice (we will get this to you ASAP).

We can accept payment half termly or termly in advance. We accept monthly payments via child care vouchers or the Government Tax Free Child Care scheme by prior agreement with Mrs Cole.

Childcare Vouchers

EdenRed: P21005917
 Care-4: 07017569
 Sodexo: 867899

Fideliti: RUG008C
 Computer Share: 0022318562
 Caboodle: TRP0014803

Changes or Cancellations

No refunds are available for authorised or unauthorised absences, changes, cancellation or illness. Although we will attempt to support you if you need to swap club days, this will only be possible if there is space. We will refund your money or have it as credit if we cancel the club e.g. due to bad weather.

Late charges (possibly amend)

If you do not arrive by 4.20pm to collect your child, you will be charged the £7 for the additional club if there is space in Care Club. However, there may not be space so please do contact us first. Failure to collect at 4.20pm or not informing us that your child needs to attend Care Club will result in pupils not being able to stay for any club provision.

If you arrive after 5.45pm to collect your child, we will charge you £1 per minute for every minute that you are late up to 6.00pm and after 6.00pm it will be £2 per minute. We have to pay our coaches their double rate and two coaches would need to stay to ensure that child’s safety. Any more than three late collections in a term will mean that you will not be able to access club provision going forward.

Behaviour in Before and After School clubs

If a child displays inappropriate behaviour on several occasions or one major incident during before or after school clubs, the leadership team reserves the right to ban your child from clubs. This is for the safety and enjoyment of all pupils. If they are banned from club due to inappropriate behaviour, a refund will not be issued. By signing this form below, you are agreeing to this condition.

Please also refer to the Before and After Care Provision Policy available on the school website. Any questions, queries or concerns, please do not hesitate to contact me.

Kind regards

Charlotte Cole

Operations Manager

Enrichment Clubs Booking

As bookings can only be taken on a termly basis, by signing this form I agree to pay for the full term. I understand that all payments must be made in advance either monthly, half termly or termly.

Please tick as appropriate:

| | |
|--------------------------|---|
| <input type="checkbox"/> | I guarantee that I will pay for the term in advance by bank transfer, cash or cheque by the deadline. |
| <input type="checkbox"/> | I guarantee that I will pay for half a term in advance now by bank transfer, cash or cheque by the deadline and pay the remaining half term before the start of the second half term via the same method. |

| |
|--|
| I guarantee that I will transfer the total amount owed for Enrichment Clubs monthly in advance by Childcare Vouchers. |
|--|

Signed*: _____ Date: _____

Child's Name: _____ Child's class: _____

*We accept a typed signature and the form from your email address as confirmation that you agree to the above terms and conditions