



## ***TheClub@DeanValley***

***Before and After School Childcare at  
Dean Valley Community Primary School***

***Tel: 07909 045674***

## The Club@DeanValley – booking information & registration

The wraparound provision at Dean Valley Primary School is provided by the school management and is the responsibility of the school's governing board.

### Hours

Monday to Friday term time only:

Morning 7.45am – 8.50am

Afternoon 3.20pm–6.00pm

Afternoon sessions can be booked for 3.20pm-5pm or 3.20pm-6pm.

### Price

<u>Session</u>	<u>First Child Price</u>	<u>Sibling Price</u>
Morning	£6.00	£5.50
Evening to 6pm	£10.00	£ 9.50

### Payments

Payment is via Arbor at the time of booking, using credit card, debit card or childcare vouchers.

If paying by childcare vouchers, notification of payment should be sent by your childcare voucher provider direct to the school admin team, upon receipt of which, the school office will allocate funds to your Arbor booking account. You will then be able to go to your **Arbor** account and book sessions online.

### Administration and Fees

- All bookings are on a first come, first served basis as there are a limited number of allocated slots available on the Arbor booking system.
- Sessions must be paid for at point of booking. We use a computerised booking and payment system, using Arbor. The booking window is open up until **48 hours** before your session, so for example if you wanted your child to go to club on Friday 23<sup>rd</sup> October, you would need to complete the booking on line by end of Wednesday 21<sup>st</sup>.
- Fees will be reviewed annually in July to keep the organisation's income and expenditure in balance.
- Sessions are available to book up to a term in advance.
- Your child needs to be registered via the school office prior to attending club – we cannot accept any child until they have been registered. Please complete and return the registration form below to the school office as soon as possible prior to your child attending club for the first time.

### **Pre-booked places**

All pre-booked places are chargeable and non-refundable.

We are unable to swap sessions once the 48hr window has closed. If you wish to swap sessions, you will need to do this via Arbor prior to the window closing.

### **Emergency places**

Please contact the school office [admin@deanvalley.cheshire.sch.uk](mailto:admin@deanvalley.cheshire.sch.uk) or 01625 572767 if you require a place at club in an emergency. Any late bookings after the booking window closes will incur an additional cost of £1.50.

### **School Closure**

In the event the school has an emergency closure on a day it would normally be open, and therefore the club cannot open, charges will be refunded the following month.

### **Staff**

Club staff are appropriately qualified, with the Club Manager having overall responsibility for the management of the Club. Business support is provided by the school administration staff.

### **Facilities**

The Hall, classroom areas and all outside areas are available to the club. Breakfast and drinks are available during the morning session. Snack and drinks are provided during the afternoon sessions. Younger children (under 8s) are accompanied to and from their classroom by the school/club staff.

### **Activities**

We offer a wide range of games, crafts, outdoor activities, technology, DVDs and a quiet area, which all children can enjoy for reading. KS2 children may complete their homework in the quiet area if they wish.

### **Questions**

If you have any questions, please contact 07909 045674 or alternatively speak to the manager.

**Registration Form** (Please complete a separate form for each child)

<b>Mother's Details:</b> Name: ..... Address: ..... ..... Place of Work: ..... Tel: .....	<b>Father's Details:</b> Name: ..... Address: ..... ..... Place of Work: ..... Tel: .....
Names of other persons authorised to collect your child	Name: ..... Tel: ..... Relationship to Parent .....
Grandmother's Maiden name (for security use)	.....

**EMERGENCY CONTACTS**

Name: ..... Relationship: ..... Tel: .....  
 Name: ..... Relationship: ..... Tel: .....  
 Name: ..... Relationship: ..... Tel: .....

**MEDICAL INFORMATION**

Doctor: ..... Address: ..... Tel: .....  
 Health Visitor: (if involved)..... Tel: .....  
 Vaccinations/Immunisations received (please circle)  
 Whooping Cough    M.M.R    Polio    Diphtheria    Tetanus    H.I.B.

Allergies and details of any significant health issues (including special educational needs)  
 .....  
 .....

I hereby give permission as a parent/guardian of ..... for the staff of TheClub@DeanValley to seek any necessary emergency medical advice or treatment for the above named.  
 Signature of Parent or Guardian .....

**DIET: PLEASE INDICATE IF YOUR CHILD SHOULD NOT BE GIVEN FOOD OR DRINK AS FOLLOWS**  
 Medical: My child has the following food/drink allergies: .....  
 .....

**RELIGIOUS:** The following food/drink should not be given to my child on religious grounds:  
 .....

**OTHER RELEVANT INFORMATION ABOUT YOUR CHILD**

## The Club@DeanValley – booking information & registration

TheClub@DeanValley has a responsibility to monitor the welfare of children and will work with parents and other agencies as appropriate to address any child protection concerns.

In the child's interest, on occasions, it may be necessary for TheClub@DeanValley staff, the headteacher, other school staff to liaise with children's social care. This would always be dealt with in a confidential manner.

In order to fulfil the requirements of Ofsted, it may be necessary for the staff of TheClub@DeanValley to carry out observations of the children.

On occasions, the club use photographs of the children for their files and for display purposes, (this may include the school website). We will use the school's record of permission that parents completed at the start of the school year. If there are any changes, please notify the club manager.

I give permission for my child/children to watch PG or U classified DVD films.

I hereby consent for my child to take up a place at TheClub@DeanValley according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both The Club and myself and agree to abide by them.

I understand that late or non-payment of fees will jeopardise my child's continued attendance at the club.

I confirm that the information I have provided is correct and I promise to contact the Club Manager immediately should any of the details change.

Signature of Parent or  
Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Please return to:**

Dean Valley Community Primary School  
Albert Road  
Bollington  
Cheshire  
SK10 5HS

Tel: 01625 572767  
Mobile: 07909 045674