 SMART Club 

St Mary’s Out of School and Holiday Care



Dane Bank Avenue, Crewe, CW2 8AD

SMART: 07983304425 Office: 01270 685174

smart@stmarysrc.cheshire.sch.uk

Manager: M Keenan

Deputy: L Murray

**SMART Club Registration Form**

**Child’s Details**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name to be used within the club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent/Carer Details**

1)

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different from the child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone

Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2)

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Others with parental responsibility**

1)

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2)

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**In an emergency**

Please state who SMART should contact in the case of an emergency.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Relationship to the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number 2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Details**

Does your child have any know allergies, food requirements or medical conditions?:

Details of Immunisations:

Doctors Details:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Ethnic Origin**

Please indicate your child’s ethnic origin by circling one of the following:

**White:**

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any other White Background

**Mixed:**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed Background

**Asian or Asian British:**

Indian

Pakistani

Bangladeshi

Any other Asian Background

**Chinese**

**Permission Requests**

Please delete the following as appropriate

I give permission for a member of staff to (if required):

* Give emergency first aid to the child Yes No
* Seek emergency medical advice or treatment Yes No
* Apply sun cream yes No
* Consent to the child being photographed and named for features relating to the club Yes No
* Allow the child to watch PG films that have been deemed suitable by senior staff Yes No

Once you have completed this form please sign below and enclose a refundable enrolment fee of £25.00 which will be deducted from your account. This fee is applicable only to term time care. Any care within holiday clubs will be addressed separately.

Enrolment fee received: Signed (senior member of staff):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please inform us as soon as any of this information changes. It can be vital for your child that our records are correct.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security**

**Please can you provide a password that only you know? If at any time you require someone other than yourself to collect your child, inform them of this password and we will ask them when they arrive. This is to ensure your child’s safety at all times.**

**Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booking form for SMART Out of School Club**

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sessions required:**

Please note that these are the sessions that you will be invoiced for and must pay for. If on occasion you wish to cancel a session or swap, please give a months’ notice in writing to ensure that you are not charged. If you wish to change these days at a later date, these also must be given in writing at a months’ notice and another booking form completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Breakfast Club** |  |  |  |  |  |
| **4:15 Club** |  |  |  |  |  |
| **After School Club** |  |  |  |  |  |

Signed (parent/guardian)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior SMART Staff Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charges:**

If we can offer your child(ren) a place at SMART, we will require a deposit of £25.00 in order to secure their place. This will then be deducted from your first invoice.

You will be invoiced in advance at the start of each calendar month for fees and any additional sessions that have previously taken place in the prior month, also for any late penalties which have been incurred.

We will be offering a discount of 10% if you have more than one child at the club. This discount will be applied to the fee incurred for your second child.

**Penalties:**

If you arrive after 5.45pm to collect your child(ren), you will be charged £5.00 per late collection.

If your child is attending the 4:15 club and you arrive after 4:20 then the full session’s price of £8.00 will be charged.

If you do not pay your fee’s within 10 days of the invoice date you will be charged an additional 10% of your invoice upon your next invoice.

Signed (parent/guardian)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_



SMART Club

 St Mary’s Out of School and holiday Club



Dane Bank Avenue, Crewe, CW2 8AD

SMART: 07983304425 Office: 01270 685174

[smart@stmarysrc.cheshire.sch.uk](mailto:smart@stmarysrc.cheshire.sch.uk)

Manager: M Keenan

Deputy: L Murray

Dear Parent/Guardian

SMART Club need your written consent to allow your child to remain on the Key Stage 2 playground independently in a morning before school commences.

A member of SMART staff will escort the children at 8:50am to the playground, weather permitting, and ensure that a member of school staff is there to monitor them, in the event of no adult supervision the children will return to club with the SMART staff.

This also applies in an afternoon when the key stage 2 children make their own way to the club from class. SMART club staff will ensure that the children have arrived safely and are registered.

Yours Sincerely

Marie Keenan

Manager

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

**I will allow / will not allow** my child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to remain on the key stage 2 playground in a morning from 8:50am and walk to SMART Club independently in an afternoon.

Signed (parent/guardian)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

**St Mary’s Pre/After and Holiday School Club Parental Contract**

**It is important that you read and accept the policies and procedures below before you sign this contract.**

**It is important to know that this is a 12 month contract and must be renewed for each new academic year.**

**Fees/Invoicing**

Invoices will be calculated according to sessions reserved within a calendar month. Invoices will be issued on the 1st working day of the month and are payable within 10 working days of issue. Extra sessions will be added to your invoice the following month. We ask that you provide one months notice in **writing** when terminating your contract or making any changes.

Please note that for casual sessions our cut off date will be the 25th of each month. All casual sessions will be paid for in arrears, i.e. all sessions taken up to the 25th of Oct will be paid for on Nov invoice.

Any invoice not settled within the 10 days will incur a charge of 10%.

**Full After School Club:**

Parents who do not collect their children by 5: 45 will be charged a fee of £10.00 per late collection per child.

**4:15 Club:**

Parents who do not collect their children by 4:20 at the latest will be charged the full after-school fee of £9.00

**Reservations**

Please note that once a booking has been made with the club, either in writing or verbally and the child’s name has been added to our register, these sessions must be paid for even if cancelled at a later stage, unless 1 months notice in writing is given.

**Absences**

If your child will not be attending the club, we ask that you inform a SMART club staff member as soon as possible. All absences must be paid for unless a months’ notice has been given.

**Illness and Accidents**

It is vital that we are made aware of any changes in your child’s health, such as the onset of an allergy or a sickness. Should your child become ill or incur an injury while in our care, emergency treatment will be sought if necessary and every effort will be made to contact the parent/carer.

Medication can be administered on the completion of a medication administration form. This form gives senior staff permission to deliver required doses at the appropriate times.

All children will be cleaned and made comfortable in the event of a toileting accident, by senior staff. The club hold a small collection of suitable items for such an occasion.

**Security**

To ensure the safety of your children we ask if anyone other than the parent or carer named on the enrolment form is collecting the child, you let the SMART club staff know. The password system will also be used and the child will not be released to any persons not having this password, even if the child is willing to go with this person.

The SMART club offer a pickup service for the children attending other clubs on school premises. However we ask that all parents wishing to use this facility give written permission for SMART club staff to collect the child, stating which club they are attending, its whereabouts in the school and the time it ends. This information will then be kept on the child’s file. No children will be allowed to go to other school clubs if prior permission is not received before the event.

**Personal Property**

While every effort will be made to ensure children’s belongings are safe and returned home with the child. The club cannot be held responsible for any loss or damage to child’s property.

**We aim** to provide a safe and happy place for your child to develop in; if for any reason you or your child is not happy or you have a particular problem, please do not hesitate to speak to the Club Manager or complete a concerns/suggestion form and hand to any staff member.

It is important that all parents are also aware that SMART club have a suggestion and concern form which can be completed at any time.

**We reserve the right to remove a child where there is a breach of this contract or after the behaviour policy procedures has been followed to the extent that the child is deemed to be persistently displaying unacceptable behaviour, or one serious incident could or has resulted in the harm to another child or staff member. Any decision to exclude a child will only be made after notification of the management and parent/ carer. Parents have the right to appeal against the matter within five working days of any decision made.**

**A copy of SMART club policies and procedures is always available to parents. If you should need to see it please ask.**

**I have read, understand and agree to abide by policies and procedures’ pertaining to St Mary’s SMART Club and confirm that I wish my child.....................................................................................................to attend SMART Club as identified on their session form.**

**Please sign and return to the SMART Club Manager. You will receive a copy of this contract for your own personal files.**

**Signed......................................................................... Dated....................................................................................**

**Name printed..............................................................................................................................................................**