



www.club4kidschildcare.com

KLUB 4 – 11

June 2018

Dear Parent / Carer

Please find enclosed Application Form for Klub 4-11 after-school club. We have included below our activities and Admissions Policy for your information.

Our club is staffed to a ratio of 1 to 8 for under 8`s as required by Ofsted regulations, and we have various activities available for the children such as; outdoor play, computer games, cooking, craft, board games and much more. We also have a daily activity if the children wish to participate. No child will be pressurised to do ANY activity unless they wish to do so. Your child will be provided with a drink of milk or water and a choice of fruit.

ADMISSIONS POLICY.

Klub 4–11 will be open from 3.00pm until 5.00pm (term-time only). Collections will be made from reception classes at 3.00 pm. During term time we will be closed, to school children only, on Hampton School staff development days. Please check the notice board as closures will be displayed there.

Fees will be payable on a weekly basis, charges are as follows:

Booked Place £4.70 ~ Absences £4.70 per session, unless we sell the day to another child.

Fees are to be paid in advance. Children will not be permitted entry to club if their fees remain outstanding for more than one week and an admin fee of £5 will be added.

We do not issue invoices or statements automatically but will gladly issue them on a written request to do so. Please indicate on your request whether you wish to receive them by email or hand. A £10 Admin Fee will be payable for all back dated invoices/ receipts requested including HMRC and council `proof of childcare` request forms.

All Infant children of Hampton Primary School will be collected at 3pm. Junior children will be expected to attend the club “under their own steam”. Junior children currently walk through the school infant corridor and exit onto the infant playground, then enter our building through our rear door adjacent to the infant playground. The Juniors do not leave the school premises via the main gate.

Klub 4-11 will take no responsibility for Junior children between the school and club, until they are on our premises.

Places will be allocated as follows: Siblings of those who already attend Club 4 Kids Childcare facilities
Children on the waiting list
Children referred from outside agencies e.g. Social Services
Children in the community on a “first come first served” basis

All children are very welcome, and will be treated as individuals and not discriminated against.

We welcome any comments from parents. This policy is reviewed periodically. We hope all the relevant information you require is included, but if you have any queries please contact us.

Many thanks for your interest in our club and we look forward to welcoming you and your child/children.

We are covered by the General Data Protection (GDPR) 25th May 2018 - Please see Parent Information Board for relevant information.

CONTACT NUMBERS: Kerry 07802 738256 / Club 07788 530381 (9am – 5pm)

Ofsted: 0300 123 1231 (latest report displayed in lobby or on OFSTED website)

PLEASE RETURN THIS SLIP DULY SIGNED WITH YOUR CHILDS REGISTRATION FORM TO SAY YOU HAVE RECEIVED, READ AND UNDERSTOOD THE KLUB 4-11 ADMISSIONS POLICY DATED JUNE 2018.

I am aware that Club 4 Kids Childcare has a Safeguarding Policy which is available to me at all times.

My child does / does not suffer from a medical condition. I have notified you of their condition on their registration form and therefore, I am enclosing a passport sized photograph.

Studded football boots must not be worn, astro trainers are allowed

Childs name..... Date

Parent name (block capitals)..... Signed.....