



# PlayPals

## St Christopher Primary School



### Before and after school club

PlayPals offers before and after school care for children from Nursery to Year 6. At our club we have many exciting activities for your children to get involved with including arts and crafts, group games, cooking, challenges and much more. We offer breakfast and an afternoon snack everyday with the menu changing weekly.

#### Term time price list

Morning session from 7.30am                      £5.30

After school session 3.30-5.30pm              £8.00

If you are interested in booking please fill out the application form and return to the school office or PlayPals. You will also find two policies attached, please read and sign these and return with the application form. Copies of the policies and additional information about PlayPals are available on the school website. Robyn Knighton (Play Leader) will be in contact with you regarding a place.

### Holiday Club

Holiday club is available for children aged 3 – 11 years old; it is available for children who attend St Christopher and for children from other primary schools.

#### Holiday club price list

Standard day (9am – 4pm): £18 per day

Optional add on: Breakfast (7.30am – 9am): £4 per day and/or late pick up (4pm – 5.30pm): £4 per day

Holiday club booking forms are available at least 5 weeks prior to the holiday; please ask at PlayPals or the school office if you require one. Holiday club dates are available nearer the time.

Robyn Knighton – Play Leader

Tel: 07720212417

Email: [knightonr@st-christopher.coventry.sch.uk](mailto:knightonr@st-christopher.coventry.sch.uk)





# PlayPals Application Form

## St Christopher Primary School



### Personal Details

Child's Full Name: _____
Home Address: _____
_____ Postcode: _____
Date of Birth: _____ Age: _____ Class: _____
Name of Parent/Carer 1: _____ Relationship _____
Home Address: _____
_____ Postcode: _____
Home Tel: _____ Work Tel: _____ Mobile Tel: _____
Email Address: _____
Name of Parent/Carer 2: _____ Relationship _____
Home Address: _____
_____ Postcode: _____
Home Tel: _____ Work Tel: _____ Mobile Tel: _____
Email Address: _____

Please indicate which sessions you require in the table below.

<b>Days</b>	<b>Breakfast</b> 7:30am – 8:55am	<b>After School</b> 3:30pm – 5:30pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Required Start Date: \_\_\_\_\_

## Collection Arrangements

**Please note:**

- **At least one of the people listed below must be someone other than the parent/carer.**
- **Although you have provided contact details for the people below you as parent/carer will be required to notify PlayPals if they are going to collect your child. Without notification your child will remain in our care.**
  - **These people will be contacted in an emergency unless otherwise informed**

<b>Name:</b>	<b>Relationship to the child:</b>
<b>Address:</b>	<b>Daytime Tel No:</b> <b>Evening Tel No:</b>

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<b>Address:</b>	<b>Daytime Tel No:</b> <b>Evening Tel No:</b>

<b>Who has parental responsibility for your child?</b>
<b>Are there any legal requirements that we need to be aware of?</b>

## Permissions

Are you happy for your child to watch PG rated movies whilst in our care?

Yes / No

Are you happy for your child to have their face and hands painted?

Yes / No

Are you happy for staff to take your child on activities that may involve visiting parks, libraries or other off site locations with prior notice given to parents/carers?

Yes / No

Are you happy for your child to have use of a computer and have access to the internet with adult supervision?

Yes / No

I consent to my child being photographed by staff for display purposes and for use in promotional literature which could be included on the school website/twitter.

Yes / No

I consent to my data being shared with Out Of School Manager, used for registration purposes.

Yes / No

Please tell us which games and activities your child enjoys participating in:

Parent/Carer .....

Date .....

## Medical Information

Doctors Name:	Name of Practice:
Address:	Telephone Number:
Does your child have any known illnesses or allergies? Yes/No  If yes please give details:	
Does your child have any special dietary requirements? Yes/No  If Yes please give details:	
Is your child on any regular medication? Yes/No  Does your child need any help administering the medication? Yes/No  If Yes please give details:	
Does your child have any particular needs? Yes/No  If Yes please give details:	
Does your child have an Educational Health Care Plan (EHCP)? Yes/No	
If your child has an attached Social worker, please give their name and telephone number:	

<p>I consent to first aid treatment by a qualified first aider and any emergency medical treatment necessary, and authorise staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.</p> <p>Yes / No      Other:</p> <p>Are there any procedures prohibited due to religious beliefs?</p> <p>Parent/Carer Signature .....</p> <p>Date .....</p>
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## Pupil Ethnic Background

**Pupils name** .....

**Date of Birth** .....

Please study the list below and tick one box only to indicate the ethnic background of the child named above. Please also tick whether the form was filled in by a parent or the pupil.

### **White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Any other White background

- Chinese
- Any other ethnic background

### **Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

### **Black or Black British**

- Caribbean
  - African
- Any other Black background

### **Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Main Language spoken at home** .....

**First Language i.e. language to which child was first exposed** .....

The School is a Data Controller for the purpose of the General Data Protection Regulation 2016 and Data Protection Act 2018. The School will only use the information you provide to meet our legal obligations and to educate and safeguard those in our care. Where appropriate, we may ask for your consent to process certain information. Please ensure the information you provide to the School is up to date.

We will only process this information in accordance with Data Protection Legislation.

More information regarding how we handle personal data and your rights under the Data Protection Legislation can be found in our Privacy Notice and Data Protection Policy on the school's website.

# PLAYPALS



## TERMS AND CONDITIONS

Updated: Spring 2019

Review date: Spring 2020



## **Terms and Conditions**

- If your application is accepted, this form will form the basis of your contract for PlayPals. If you have not been successful, you will be added to our waiting list and notified when a place becomes available.
- All club fees must be paid in advance upon receipt of an invoice. Invoices will be issued monthly in advance and MUST be paid within 14 days. Full fees are payable during time away, i.e. for sickness, holidays.
- One calendar months' notice in writing is required should you wish to discontinue/change your placement.
- If you have chosen for your child to attend an after-school club and wish to withdraw their place from PlayPals you must notify the Play Leader one week in advance. If you cancel your child's place at PlayPals there is no guarantee that this place will still be available when clubs finish. This is due to staffing ratio's.
- You must inform us if your child is going to be absent for any reason, on 07720212417
- School will not be responsible for any personal items of value that go missing or are broken.
- Staff must be notified in advance if any adult other than the child's main carers will be collecting.
- Parents/Carers must sign their child in/out. NO children are to sign themselves in or out.
- Children must be collected promptly at the end of the booked session (latest Monday to Friday 17.30) Staff may have to inform social care if any child is remaining after 17.30. A late collection charge of £5 per every 15 minutes late will be made.

Copies of all policies are available on the school website.

### **PlayPals Terms and Conditions Acceptance**

I have read and understood the contract and terms and conditions.

I hereby declare to abide by the conditions set out within the contract.

Name of Child: .....

Parent/Carer Signature: .....

Date: .....

# PLAYPALS



## LATE COLLECTION OF CHILDREN POLICY

Updated: Spring 2017

Review date: Spring 2020

## Late Collection of Children Policy

The purpose of this policy is to give our PlayPals staff guidelines by which late collection of children (i.e. after registered closing hours 17:30) is to be dealt with.

- If a Parent/Carer fails to collect a child/children by the registered closing times of the club (17:30) the manager/deputy should refer to the child's records and attempt to contact the Parent/Carer.
- If the Parent/Carer cannot be contacted then the emergency numbers should be contacted and requested to collect the child/children.
- If no other route is available social care will be contacted.

Following an incident of late collection where the parent fails to notify the club, or when late collection occurs regularly, the manager/deputy will notify the Parent/Carer and charge a late collection fee of £5 per 15 minutes when the next payment is due.

If late collection persists the manager may consider withdrawing the child/children's place at the club.

Name of child: .....

Parent/Carer Signature: .....

Date: .....