



Dear Parents,

The before school club is now organised through school and Mrs K Aston is the adult in charge. If for any reason she is unable to be at work, another member of staff will be available to look after the children. A maximum of 16 children can be accommodated at any one session.

There will be a £2 charge for the morning session, which will cover the cost of care, toast and a drink (if required).

Early Years children will be taken to the member of staff on playground duty at 8:40 and Key Stage 2 children will be sent through to class at this time.

It is important that we know how many children to expect each morning; therefore you will need to fill in a booking form with payment a week in advance. **Do not assume you have a place by filling in the form, contact must be made with the adult in charge to check on availability.** Sessions missed through non attendance at school will be refundable. Cheques should be made payable to Dawley Brook Primary School. Those parents who have a regular requirement will be able to book for the term or half term. In an emergency we would of course try to oblige.

As always we need various pieces of information for health and safety purposes and also in case of an emergency. Please complete all the attached papers and return them when your child next attends the before school club.

Yours sincerely,

A.M. Hambrook

Fee Agreement

Child's Name: -----

Parents Name: -----

Address: -----

----- **Postcode:** -----

Home No. -----

Work No. -----

Mobile No. -----

Terms and Conditions

I agree to complete and keep up to date relevant registration form and parental contract.

Fees are to be paid weekly, a week in advance.

In case of emergency bookings fees will be paid when the child is dropped off.

Booking fees will be the first weekly amount of what places are booked and this will secure your place.

I agree to weekly payments by cash or cheque made payable to Dawley Brook Primary School.

I understand non/late payments may result in the loss of my child's place.

Parent/Carer Signature -----

Parent/Carer Name -----

Date -----

Staff Signature -----

Staff Name: -----

Date -----

Do not assume you have a place by filling in the form, contact must be made with the adult in charge to check on availability.

DAWLEY BROOK BEFORE SCHOOL CLUB

Registration, Personal Details Form

<u>Child Personal Details</u>			
Surname:		Date Of Birth:	
First Names:		Age:	
Preferred Name:		Gender:	
Ethnic Origin:		Religion:	
First Language:		Parents/Carers name:	
Address:		Home Number:	
		Work Number:	
Postcode:		Mobile Number:	
PARENTS/ CARERS EMERGENCY CONTACTS			
NAME	RELATIONSHIP TO CHILD	ADDRESS (PLACE OF WORK)	CONTACT (Ext No.)
EMERGENCY CONTACTS (if we are unable to contact the above numbers)			
NAME	RELATIONSHIP TO CHILD	ADDRESS (PLACE OF WORK)	CONTACT (Ext No.)