



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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4.30 CLUB

July 2018

Dear Parents / Carers,

The school runs a very popular 4.30 club for all pupils from Reception to Year 6. The 4.30 Club provision and timings are as follows:

- Maximum children attending is 40.
- Children supervised from 3.20pm to 4.30pm.
- Snack, drink and activities are provided.

There are two rates for using the 4.30 Club:

1. **Pre-booked places:**
Places booked and paid for in advance, by 12pm on the day required, costs **£3.00** per day.
2. **Non-booked places:**
Places not booked are charged at **£4.00** per day. This will be payable on the day of use.

This differential in cost is to aid the school in pre-planning the staffing required to adequately supervise the children and reflect the additional cost to the club where staff are called upon at short notice.

Using the service

- The registration form will need to be initially completed as attached. If you wish to take advantage of the pre-booked rate please email your requirements to hillprimary@hillingdonprimaryschool.org.uk

Please note the following terms and conditions of the club:

- Payment will be made in advance via ParentPay.
- To take advantage of the pre-booked rate you do not need to book the entire week. If you only want a place on two days per week that is acceptable, but they must be booked a week ahead.
- Payment is made using ParentPay and accounts must be in credit.
- Bookings will not be made if the ParentPay account is not in credit.
- There will be no refunds for places booked but not taken up.
- A late collection fee will be charged at £4.00 for each 15 minute period from 4.30pm.

If you have any questions regarding the 4.30 Club please contact Mrs Bristow (4.30 Club Supervisor).

4.30 Club Registration

Pupil Personal and Medical Information Form

Personal Information

Name:	Class:
Full Postal Address:	Date of Birth:
Postcode:	
Emergency Telephone Contact 1:	Emergency Telephone Contact 2:
Name:	Name:
Relationship to child:	Relationship to child:
Morning:	Morning:
Mobile:	Mobile:

Medical Information

Name and Address of Doctor:	Medical/Allergy Concerns:
Telephone Number:	
Details of medical condition:	Details of allergy condition:
Medical condition procedures:	Allergy condition procedures:
Additional requirements (please list):	

Administration of Medicines

Name/Type of Medication:	Dosage:
Times to be taken:	Date course of medication to finish, if applicable:

Permission/Consent

- I consent to my child attending this club. I understand that the club has policies and procedures, and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child is in 4.30 Club he/she will be in the care of the staff until signed out by a 'named' responsible adult.
- I will pay in advance for sessions on ParentPay.
- I will inform the school office if my child will not be attending the club on a day that he/she is booked into the club.
- I understand that charges will be made and no refunds given for places booked but not taken up.
- I understand that persistent or non-payment of fees will jeopardise my child's place.
- I understand a late collection fee will be charged at £4.00 for each 15 minute period from 4.30pm.
- I understand the school's policies will apply to the 4.30 Club.
- I understand that my child may get involved in messy activities whilst at the club.
- I understand that staff cannot be held responsible for any lost or stolen items.
- I understand that information given on this registration form is confidential. However, there may be times when details may be passed to other agencies in line with child protection policy.
- Where the club has endorsed my claim for Childcare Tax Credit I understand that I am legally obliged to notify the HMRC if I cease to use the service during the period of my claim.
- I confirm that the information given on this form is correct and agree to notify the club of any change in details.
- I have read and, in signing the form, accept the above conditions for my child attending the club.
- The 4.30 Club reserves the right to exclude any child whose behaviour is deemed disruptive and prevents staff from providing a safe, stimulating and happy environment for other children.

- **I give permission for a member of staff to administer appropriate first aid if required. In the event of an accident, injury or illness to my child, I consent to any necessary general medical treatment to be administered by the appropriate first aid qualified staff member.**

Signed by person with parental responsibility:

Print Name

Relationship to child: _____

Date: _____