



Brunshaw Primary School

Morse St, Burnley BB10 4PB

Tel: 01282 423280 enquiries@brunshaw.lancs.sch.uk

Headteacher: Mrs G Smith

After School Care Parental/Carer Registration Form

Contact Details: Please ensure all sections are complete.

Name of Child: _____

Address:.....

Date of Birth:/...../.....

Primary Carer Telephone Numbers:

Home:

Mobile:

Emergency Contacts:

Name:	Number:

Medical Requirements:

.....

Dietary Requirements:

.....

Doctors Name & Address:

.....

Telephone Number:

Sessions Required:

Monday	Tuesday	Wednesday	Thursday	Friday

Date of Commencement required:

After School Care Terms & Conditions

Fees*:

- After School Care costs £8.00 per child per session (3.15 pm – 6.00pm) and includes a light meal.
- Fees are payable on booking via ParentPay.
- No refunds due to illness, absence or holidays will be made. In the event of a cancellation made by us, then a refund will be offered.

*Fees will be reviewed annually.

Notice of Change

- At least 2 weeks notice is required to change sessions or to leave After School Care. You will be required to pay for all sessions within the 2-week notice period regardless of whether the child attends. Notice must be given the School Office or the After School Care Manager.
- Any change to any contact details must be given directly to After School Care.

Collection Policy

- Children may be collected at any time from 3.15pm and 6.00pm.
- In the event that you, the parent/carer are unable to collect, please advise the After School Care of this as soon as possible, and arrange for one of your emergency contacts to collect your child.
- While we appreciate that accidents, delays and unexpected circumstances do happen. There will be a £5 charge* for every five minutes late after 6.00pm . If no contact is received from the parent/carer expected to collect and no valid reason is provided for late collection, the lead DSL (Headteacher or back up DSL Deputy Headteacher) will consider whether an advice call to Children's Social care might be appropriate.

*This charge is at the discretion of the After School Care Manager and Headteacher.

Policies and Procedures

- After School Care is provided by Brunshaw Primary School and as such is governed by the policies and procedures set by the Governors and Headteacher of the School. Copies of policies are available from the school website. If you require a hard copy of any policy, please contact the school office.

By signing the below you are agreeing to the After School Cares Terms and Conditions.

Signed:

Name:

Date: