

# Eaton Primary School Out of School Clubs



## 'CRAFTICUBS'

They will have fun and relax in safety and security while you go to work, go to college, or do whatever it is you need time to do.

### OPENING HOURS

#### **Term Time**

Monday - Friday

#### **Breakfast Club**

7.30am – 8.50am

#### **After School Club**

3.15pm - 6.00pm

Children must be collected by 6.00pm at the latest

#### **Who to Contact**

Please contact the Playleader for further information and/or a booking form.  
Booking forms can also be found on the school website [www.eaton.norfolk.sch.uk](http://www.eaton.norfolk.sch.uk)  
Mobile : 07517 941139 or email : [Crafticubs@eaton.norfolk.sch.uk](mailto:Crafticubs@eaton.norfolk.sch.uk)

## **About 'Crafticubs' Breakfast and After School Clubs**

The aim of the Club is to provide the necessary facilities for the daily care, recreation and education of children before and after school in a safe and friendly environment. We provide free play and activity based services and facilities within a caring and happy environment, enabling children to have opportunities for both relaxation and play, whilst meeting the needs of parents.

- The club is insured for Employer and Public Liability.
- All staff have undergone a Criminal Record Bureau or Disclosure and Barring Service check

### **Booking a Place**

Parents must first read these Terms of Membership before filling out an application form. Places cannot be automatically guaranteed, however we will make every effort to fulfill your childcare needs.

The Club offers a variety of indoor and outdoor activities, games, competitions, arts and crafts sessions, and sports. The emphasis is on children having fun and their own ideas are always taken into consideration.

The program of activities will not include those, which in the opinion of the Governors are dangerous, encourage or condone racism or sexism, or are in any way offensive, either to the children or parents.

### **Charges**

#### **Breakfast Club**

Term Time                      7.30am - 8.50am

**£3.20 per session**

#### **After School Club**

Term Time                      3.15pm – 6.00pm

**£8.00 per session**

## **Administration of Medicines**

We require written parental permission to authorise the Playleader to administer prescribed medicine. All medicines must be clearly named, labeled with the appropriate dosage and dosage times. When collecting your child you must sign the administration of medicines record and take the medicine away with you.

## **Urgent Medical Treatment**

In such instances the Playleader would try to contact the parent. If this is not possible the Playleader will telephone the emergency services. Parents must give their consent to this procedure on the Application for Membership form.

## **Cancellation of Bookings**

There will be no refund in respect of places booked and not taken up. However, as a safeguarding requirement you must let us know if your child/children are not going to attend.

**TERMS OF MEMBERSHIP AND APPLICATION FOR MEMBERSHIP  
EATON PRIMARY SCHOOL**

**'Crafticubs' Breakfast and After School Clubs**

**Please read this important information first and keep this sheet for your reference.**

1. There is no automatic guarantee of a childcare place at the Club. Places are allocated according to the number of staff employed (one member of staff for every 8 children) and the maximum number of children allowed in the designated area.
2. The allocation of places is determined by:-
  - Consultation with Headteacher
  - Your child is already a regular member of the club
  - Siblings of regular members of the club
  - Submitting booking form and payment
  - Number of sessions required
  - Session availability
3. Payment of fees will be paid in advance on a termly/half termly basis. **There will be no refund in respect of places booked and not taken up.** As a safeguarding requirement you must let us know if your child/children will not be attending for any reason.
4. Although we do not encourage ad-hoc bookings, there may be occasions, if places are available, that this will be possible. Payment must be made at the time of booking.
5. Children must be collected by 6.00pm at the latest. The Club closes at 6pm and parents who are unavoidably late should contact the Playleader. If by 6pm, a child is still waiting for a parent who has not telephoned, we will make every attempt to contact the parent or your emergency contact person. Thereafter, we will contact Children's Services or the Police, who will arrange for emergency care. **To cover staff salary costs parents/carers will be charged £10.00 for each 15 minute period beyond 6.00pm while their child remains in the care of the club.**
6. Children must be collected by a parent or other responsible adult (16yrs+) and you must tell the Playleader who will be picking a child up on any given day.
7. As soon as a child has been signed out, the Club has no further responsibility for that child and we would ask you to leave the site immediately.
8. Parents will be informed if a child's behaviour falls below the expected standard. Please tell the Playleader if there is any reason (e.g. family circumstances) which you feel may contribute to any change in behaviour or mood.
9. Parents must ensure that registration/membership details are kept up to date. The Playleader must always be informed in advance of any changes to the named adults/emergency contacts/change of address/telephone numbers.
10. Parents are required to provide one months notice of their intention to terminate their child's placement.
11. Booking forms will be available from 'Crafticubs', the school office and the school website for any future reservations. **It will be your responsibility to request these.**

**EATON PRIMARY SCHOOL  
'Crafticubs' Breakfast and After School Clubs**

**APPLICATION FOR MEMBERSHIP**

I declare that I, the undersigned:

- a) Have read and understood the Terms of Membership;
- b) Have completed fully the Personal and Medical Details form attached;
- c) Consent to my child receiving medical treatment in an emergency;
- d) Understand that 'Crafticubs' Breakfast and After School Clubs cannot accept responsibility for my child's/children's possessions or valuables whilst attending the Club.

Name of Child(ren) .....

Full Name of Parent .....

Signature ..... Date .....

**Please complete and return to the Play Leader, 'Crafticubs' Breakfast and After School Clubs, c/o Eaton Primary School, Duverlin Close, Eaton, Norwich NR4 6HS.**

**Forms, once signed, can be scanned and emailed to [Crafticubs@eaton.norfolk.sch.uk](mailto:Crafticubs@eaton.norfolk.sch.uk)**

**The information provided on this form is for the Clubs records only.  
Confidentiality is assured and no un-authorized disclosure will be made.**

# EATON PRIMARY SCHOOL - 'Crafticubs' Breakfast and After School Clubs

PERSONAL DETAILS (please use a separate form for each child)

Surname of Child \_\_\_\_\_

First name of Child \_\_\_\_\_

DATE OF BIRTH ..... MALE/FEMALE ..... CLASS TEACHER .....

HOME ADDRESS AND POSTCODE .....

HOME PHONE NUMBER .....

MOTHER'S NAME .....

MOTHER'S WORKPLACE AND TELEPHONE NUMBER .....

FATHER'S NAME .....

FATHER'S WORKPLACE AND TELEPHONE NUMBER .....

EMERGENCY CONTACT IF NEITHER PARENT IS AVAILABLE .....

TELEPHONE NUMBER .....

NAME OF PERSON WHO WILL NORMALLY COLLECT CHILD .....

## MEDICAL INFORMATION

DOCTOR'S NAME AND ADDRESS .....

..... TELEPHONE NUMBER .....

VACCINATIONS (AND DATES IF KNOWN) .....

IMMUNISATIONS (AND DATES IF KNOWN) .....

DOES YOUR CHILD SUFFER FROM ASTHMA                      YES/NO  
IF YES DOES YOUR CHILD NEED AN INHALER              YES/NO If yes type of medication and frequency

PARTICULAR REQUIREMENTS IF YOUR CHILD HAS SPECIAL NEEDS .....

RELIGIOUS OR CULTURAL CONSIDERATION THAT THE CLUB NEEDS TO BE AWARE OF .....

ADDITIONAL INFORMATION – If your child has any special needs (i.e. diet) allergies or any other health problems that should be brought to the attention of the Playleader please give details below.

Parent's written permission authorising the Playleader to administer regular medicine/inhalers must be provided. Please note that any medication brought to 'Crafticubs' must be clearly labelled with the child's name, dosage and times when it should be given.