



**St Luke's Church of England (Aided) Primary School**  
**Park Street South, Wolverhampton, WV2 3AE**  
**Tel: 01902 556434 Fax: 01902 556435**

### General Notes

#### **Breakfast Club**

- Breakfast Club starts at 7:45am until 8:45am.
- A light breakfast is on offer from 7:45am until 8:30am only.
- Children are to be dropped off at the Community Entrance (adjacent to the main entrance).
- Children are taken to their classrooms at 8:45am
- Money to be given to breakfast club staff in an envelope with your child's name on it **at the start of the week.**
- The charge for breakfast club is £3.00 per person per session

#### **Afterschool Club**

- Afterschool Club starts at 3:30pm until 5:30pm.
- It is recommended that children bring a light snack and a drink with them.
- Milk and fruit are sometimes made available.
- All children are to be collected from the Community Entrance (adjacent to the main entrance).
- We will only make refunds if children are away sick from school.
- The pricing structure is as follows:
  - From 3:30pm to 4:30pm is £2.00 per session per child
  - From 4:30pm to 5:30pm is £2.00 per session per child
  - For the full 3:30pm to 5:30pm is £4.00 per session child
- Children collected late will incur a late charge of £5.00, increasing by £5.00 for every subsequent 15mins late

#### **Payment**

**Please make sure payment is made on a MONDAY for the upcoming week. Money must be in an envelope marked with your child's name detailing the sessions they are attending.**

**Please note - if you do not make appropriate payment, the breakfast and afterschool club facilities could be removed for your use.**



### **Rules of Afterschool Club**

1. School to be informed if your child is using our facilities
2. Monies must be paid in advance every Monday
3. Refunds can only be made for illness
4. Two weeks notice must be given if you wish to cancel your place.
5. Staff must be informed if anyone other than yourself will be collecting your child.
6. You must ensure that staff are made aware of any changes to emergency contact details.
7. We reserve the right to exclude any child who persistently misbehaves.
8. All children **must** be collected by 5:30pm.
9. An additional charge will be made for any child left after 5:30pm, our school premises have to be locked at this time.  
**Additional Charge: £5.00 for every 15 minutes late**

#### **Payment:**

**Please make sure payment is made on a MONDAY for the upcoming week. Money must be in an envelope marked with your child's name detailing the sessions they are attending.**

**Please note - if you do not make appropriate payment, the breakfast and afterschool club facilities could be removed for your use.**

I/We agree to abide by these rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Registration Form

Child's full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_ School Class: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion (if any): \_\_\_\_\_

Languages spoken: \_\_\_\_\_ Home address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Any dietary requirements: \_\_\_\_\_

Any special needs/allergies/medical conditions: \_\_\_\_\_

### CONTACT DETAILS

Parents/carers place of work: \_\_\_\_\_

Parents/carers **daytime** contact number: \_\_\_\_\_

Other emergency contact details: \_\_\_\_\_

Name of persons authorised to collect your child (including contact details:) \_\_\_\_\_

\_\_\_\_\_

Doctors Name \_\_\_\_\_

Doctors address and telephone number: \_\_\_\_\_

In the event that my child is involved in a serious incident while at St. Luke's, I expect the Manager, or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the Manager, or delegated member of staff to consent to emergency treatment on my behalf.

I understand that this authorisation will remain valid unless I contact staff to withdraw it.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_



### Additional Information

Please tick the following boxes to indicate the days and times that care will be required:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 7:45am - 8:45am £3.00 per session per child					
Afterschool Club 3:30pm-4:30pm <b>OR</b> 4:30pm-5:30pm £2.00 per session per child					
Afterschool Club 3:30pm - 5:30pm £4.00 per session per child					