



## Information Sheet

Dear Parents/Carers,

If you wish for your child to attend our Children's Club please complete the Application Form and return it to the school office or the Children's Club office in The Nest. You may apply for a place at any time and we advise you to put your child's name down as early as possible.

**There is usually a waiting list for all of our clubs. When we receive your Application Form, we will contact you to confirm receipt and add your child to the waiting list. We give priority to siblings of current attenders. As soon as a place is available, we will contact you.**

We offer **Breakfast Club** from 7.30am until school starts. The children attend breakfast club are looked after in the dining hall. The children are offered a variety of options to eat and drink, and can then take part in the wide range of activities available. Our Breakfast Club staff escort your children to their classes at the end of the session. Please drop off your child before 8.45am. If you arrive after this time please drop your children off to school on the playground.

**The Breakfast Club costs £6.00 per morning session.**

The **Infant After School Club** (for Nursery to Year 2) are cared for in The Nest and the **Junior After School Club** has use of the dining hall, main hall and playground areas. The after school clubs are open until 6.15pm.

Our after school club session is divided into four parts:

- 3.00pm – 3.30pm : On arrival, the children answer a register, share their news and have a snack of fruit and a drink.
- 3.30pm – 4.20pm : During this time, the children enjoy a wide variety of games and activities both inside and outside.
- 4.30pm – 5.00pm: A light tea is provided and children sit together to have a social meal time.
- 5.00pm – 6.15pm: Children help to clear away and then play until they are collected.

**The After School Clubs cost £15.75 per afternoon session.**

**We will take two weeks fees for deposit when you join which is refundable when you leave the club as long as we receive the required 4 weeks term time notice.**

### The Minster Schools' Children's Club Bank Details

The Club does not accept cash or cheque payments.

If you would prefer to pay by cash you can take your money into any bank and pay over the counter **using your child's name as a reference.**

Or you may make a payment using online banking.

<b>Please pay:</b>	Barclays Bank plc 953 Brighton Road, Purley, CR8 2YH
<b>Name of account:</b>	The Minster Schools' Children's Club (MSCC)
<b>Account Number:</b>	20721867
<b>Sort Code:</b>	20-24-64
<b>Reference</b>	<b>PLEASE USE YOUR CHILD'S NAME AS A REFERENCE</b>

If you require any further information please do not hesitate to contact us.

Agnes Nagy

Club Manager

0208 688 5844 option 3

[club@minsterinfants.co.uk](mailto:club@minsterinfants.co.uk)

[www.theminsterschoolschildreclub.com](http://www.theminsterschoolschildreclub.com)

[www.facebook.com/minsterschoolscc](https://www.facebook.com/minsterschoolscc)

## Application Form

### Child's details:

Child's first name			
Child's family name			
Child's class (if known)			
Child's date of birth			
Child's gender (please circle)	Male	Female	Unspecified

### Contact details:

Parent/Carer's full name	
Child's home address	
Contact telephone number	
Mobile phone number	
Parent/carer email address (We will send confirmation of receipt of this form to your email address)	

### Additional information:

Does your child have any medical or SEND requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give brief details:	
Is your child toilet trained	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Sessions Required:

(Please circle all that apply)	Breakfast Club	M	Tu	W	Th	F
	After School Club	M	Tu	W	Th	F
Preferred start date:						

### Information sharing:

I understand that, in order to support my child's wellbeing, safety and development, relevant information regarding my child's progress, needs, and welfare will be shared between The Minster Schools' Children's Club and The Minster Schools. This information will be shared on a need-to-know basis, in accordance with data protection and confidentiality policies. I understand that this information sharing is necessary for my child to attend the Children's Club.

Parent/Carer signature		Date	
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### Privacy Notice:

The information supplied by you on this form is used to enable us to offer you a high quality service. We hold this information securely and use it to enter your child on our waiting list, and communicate with parents/carers regarding your application. For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you and your child, please contact: Agnes Nagy [club@minsterinfants.co.uk](mailto:club@minsterinfants.co.uk)

### Please complete the form and return it to:

Agnes Nagy, The Minster Schools, Children's Club, Warrington Road, Croydon CR0 4BH [club@minsterinfants.co.uk](mailto:club@minsterinfants.co.uk)