

Information Sheet for Ad hoc booking

Dear Parents/Carers,

If you wish for your child to attend our Children's Club on an ad hoc bases, please complete the Ad hoc 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.

When we receive your Ad hoc booking Form we will let you know about availabilities on your requested day.

Once we confirm availability we require an immediate payment to confirm your booking.

Once payment is completed and your form is returned we confirm your booking.

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 accept temporary and occasional bookings or extra sessions as long as we have availability. Fees must be paid in advance of the booking and if it is no longer required you will still be charged.

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.

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

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

www.theminsterschoolschilrensclub.com

www.facebook.com/minsterschoolscc

Privacy Notice (Data protection information for Parents/Carers)

We hold the information supplied by you securely and use it to provide you with a high quality childcare service, and to communicate with you regarding your booking. We only retain your information for the time that your child attends the Children's Club, after which it is securely destroyed.

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



The Minster Schools' Children's Club

The Minster Schools, Warrington Road, Croydon, Surrey CR0 4BH

☎ 020 8688 5844 | ✉ : club@minsterinfants.co.uk | Ofsted No: EY100681

Ad Hoc Booking Form

Fees must be paid in advance at the time of booking and before the child attends the session. Once booked, fees are non-refundable. A refund will only be given if the booking is cancelled at least 7 days before the session date.

Child's details:

Child's full name			
Child's class			
Child's date of birth			
Child's gender (please circle)	Male	Female	Unspecified

If your child already attends Club please jump to the section Date/Session Required

Contact details:

Parent/Carer's full name		Password when collecting	
Child's home address			
Telephone number 1		Telephone number 2	
Email address			
Emergency contact name		Emergency telephone number	
The above named person has given consent for their contact details to be shared with The Minster Schools' Children's Club and is over 17 years old and has permission to collect my child			☐ YES
The above named person has given consent for their contact details to be shared with The Minster Schools' Children's Club and is aged between 15-16 years old (Year 11) and has permission to collect my child.			☐ YES
			School they attend:

Additional information:

Does your child have any allergies, medical or SEND requirements?	☐ Yes ☐ No	If yes, please give brief details:	
Is your child toilet trained?	☐ Yes ☐ No		
While your child is in our care, we will provide emergency first aid and medical assistance when necessary. Only staff members who have completed an Ofsted-approved Paediatric First Aid training course will be permitted to carry out first aid. Please provide your consent to the following:-			
I give permission for Children's Club staff to treat my child's injury with a hypoallergenic plaster if appropriate			☐ Yes
I give permission for my child's photograph to be used within the Children's Club setting for display purposes			☐ Yes
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.			
I agree that the Children's Club and School may share my contact information including my home address, telephone number and email address.			

Date/Session Required:

Date(s) that the place is required for:			
Sessions (Please circle)	Breakfast Club		After School Club
Parent/Carer signature		Date	

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