

SKOOLZ OUT

AFTER SCHOOL CLUB

Welcome to Skoolz Out! We hope you will find the following information useful.

Skoolz Out is an After School Club, at Eastbrook Primary Academy.

The aims of the after school club are:

1. To provide a safe, caring, friendly environment for children to enjoy activities together after a full day at school.
2. To help children play and learn together in a welcoming community.
3. To provide a healthy snack and drinks in the time between school and their main evening meal.

Skoolz Out meets from 3pm until 6pm Monday to Thursday during term times.

Fees are £5.00 per hour or any part of the hour, and £4.00 per hour for any siblings. Late pick up after an hour eg. 6.05pm will incur a full extra hour of cost. If your child is absent for any reason (e.g. sickness, holiday), you will, unfortunately, still have to pay unless at least 24 hours' notice is given, as the school still has to meet overhead costs.

If your child is not at school on a day when they would normally attend Skoolz Out, please inform the school office. A child who has been absent from school due to ill health should not attend Skoolz Out on that day. Any child who has been vomiting or had diarrhoea should not attend Skoolz Out until at least 48 hours has elapsed since the last attack

Staff will administer emergency first aid where necessary, full details of which will be recorded and parents will be informed at the earliest opportunity. If your child becomes ill during the session at Skoolz Out we will inform you and advise you to arrange early collection if this is felt appropriate.

We will take account of any special needs e.g. allergies, hearing problems, etc. when we plan menus and activities. These needs will be included on the registration document we ask you to sign when your child joins the after school club.

For security purposes we need to know who will regularly collect your child and have contact numbers for them. In the interest of safety the school front door is locked. When collecting your child, please ring the buzzer in the entrance to gain entry.

In the event of an emergency that requires vacation of the premises, Skoolz Out will be evacuated to Southwick Methodist Church and we will contact you to inform you of this.

Fresh drinking water is available to the children throughout each session and a daily healthy snack is prepared, taking children's preferences and allergies into account.

If you or your child have any problems please speak to a member of staff, who will be happy to help. Any information you give us will be treated confidentially and used on a need-to-know basis only. We are here to offer support to you and your child.

Please keep a note of our school phone number with you. Our school office number is 01273 874050 and the office is open until 4pm during term time. There is a Skoolz Out mobile number 07388453409 and can be contacted between 3 - 6.00pm, Monday to Thursday.

If you change any of your contact phone numbers during the academic year, please inform us so we can update our records in case we need to contact you in an emergency. We will ask you to sign a new contract each academic year to ensure all details are totally up-to-date.

PARENT/CARER CONTACT DETAILS FOR SKOOLZ OUT

CHILD'S NAME:

Date of birth: Current Class

Parent/carer's name and home address:

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Telephone number:

Mobile number:

Emergency contact name and telephone number: (please update contact details whenever they change)

1)

2)

Other adults who you give permission to collect child from Skoolz Out:

..... Tel:

..... Tel:

..... Tel:

Name of family doctor

Address

Telephone number

Any medical conditions which may affect child's development or welfare e.g.
asthma, any food allergies:*

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Any special needs of the child (e.g. hearing, sight, etc):*

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*Please discuss any special needs of your child with a member of staff to ensure we can provide specific support as necessary.

Child's first language and any other languages spoken at home:

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Family preferences e.g. observance of religious festivals, avoidance of meat:

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If you wish to book your child for regular sessions of Skoolz Out, please indicate below by ticking each day that is applicable

Monday	Tuesday	Wednesday	Thursday

If you wish to book for an occasional day only, please write the date(s) below

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Parent/Carer's signature..... Date.....