



Upton Westlea Primary School

Breakfast Club & After School Club Parents
Handbook



Child Details and Contact Information

Child's full name _____

Date of Birth _____

Ethnicity _____

Home Language _____

Religion _____

Parents'/Carers' names _____

Please note if either parent does not have parental responsibility.

Home address _____

Home telephone number _____

Parents'/Carers' mobile numbers _____

Parents'/Carers' place of work _____

Emergency telephone number _____

Emergency contact – code word (for authorisation of collection) _____

Name(s) of persons authorized to collect your child including contact numbers:

Medical Information



Doctor's name _____

Doctor's address _____

Doctor's telephone number _____

Relevant medical information (allergies, family medical history, medication taken regularly etc.)

Please inform a member of staff if any of this information changes.

Permissions Form – Photographs



The use of photographs is an important development tool which are used in educational settings for recording, sharing and displaying activities that your child has undertaken.

Please tick the boxes that you give your permission for:

- Electronic and printed information, displays at Breakfast and After School Club
- Upton Westlea Website
- Social Media

I understand that personal detail or names will never be given in a way that would allow my child to be identified.

I understand that this image will not be used for anything that may be viewed as negative or that may cause offence, embarrassment or distress for my child or any parent or carer.

Parent/Carer's Contract



- I consent for my child to attend Breakfast and/or After School Club at Westlea. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that Breakfast and/or After School Club is a care facility and whilst my child is there, Breakfast and/or After School Club are responsible for him/her.
- My child will be provided with breakfast consisting of toast or cereal and a drink if requested at Breakfast club.
- My child will be provided with a healthy snack at 4:30pm if attending the 4:30 – 6:00pm session at After School Club. Water and fresh fruit will be available throughout both sessions if requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment with great emphasis on what he/she wants to do.
- Once my child is delivered to Breakfast and/or After School Club, he/she will be in the care of Breakfast and/or After School Club until collected by a named, responsible adult(s) or (Breakfast Club only) passed over to their class teacher. Should that adult(s) be changed, Breakfast and/or After School Club must be notified in writing wherever possible. If in an emergency situation, a telephone call using a code word will be acceptable.
- I will book sessions in the week leading up to the week needed and pay by the Thursday before that week.
- I will inform a member of staff at Breakfast or After School Club (or failing this, a member of school staff) if I am collecting my child from school on a day he/she is booked in for.
- It is my responsibility to keep Breakfast and/or After School Club informed of any alterations to the information regarding my child.
- After School Club closes at 6:00pm. If for any unforeseen circumstances I am going to be late, I will contact After School Club. I am aware that there may be a charge for a late arrival.
- If any child is still in After School Club at 7:00pm and all reasonable attempts to contact parents and emergency contacts have been made, then After School Club will be legally required to contact Social Services.
- After School Club cannot be held responsible for any personal items that are lost or stolen. Therefore, we advise that valuable items are not brought to club.
- The behavior policy of After School Club reflects the policy of Upton Westlea and good behavior is expected at all times. If there is an incident involving your child you will be informed of the situation.
- If my child has an accident at Breakfast or After School Club, then he/she will be treated by a first-aider and I will be informed as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a staff member from Breakfast and/or After School Club may sign consent forms for treatment on my behalf.
- Any information and details regarding my child is confidential. However, I understand that there may be times, for example in cases of child protection concerns, when my child may be passed on to other agencies. For example, Police, Social Care and Health Care Professionals.
- Where the club has endorsed by claim for tax credit, Breakfast and After School Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give 10 days notice. Your tax credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.



I have read and understand the above terms and conditions and I agree to abide by them.

Signature _____

Date _____