



PlayPals

Before and After school club

St Christopher Primary School

PlayPals offers before and after school care for children from Nursery (3 and 4 year olds) to Year 6. We are a busy club and have lots of exciting and fun activities for your children to get involved with every session. We are very lucky to have a lot of space in PlayPals; we have our main room that is full of toys, art resources, a role play area, loose parts and a Lego table. We also have a hall where we play lots of group games, make dens and sometimes have an obstacle course or movie night. In the afternoons we spend a lot of our time out on the playground and on the field.

We offer breakfast and an afternoon snack everyday with the menu changing weekly, more information about our snack time is available on the PlayPals page of the school website.

New for September 2020 – late pick up 5.45pm

Due to parent requests, from September we will be open until 5.45pm every afternoon – this will be charged at an additional £2.00 per child on top of the regular afternoon session price of £8.00, as there is a need to staff this period. You will not need to book a late pick up, but if you do use this option, the additional charge will be added to your invoice for the following month.

Term time price list

Morning session from 7.30am	£6.00
After school session 3.30 - 5.30pm	£8.00
Late pick up 5.30 – 5.45pm	£2.00

If you would like to book your child into PlayPals please fill out the application form and return to the school office or PlayPals. Please ensure you complete the application form in full, including the two policies at the end of the form (copies of the policies included in this application form are available on the PlayPals page of the school website).

Jodie Davies (Play Leader) will be in contact with you regarding a place.

Holiday club

PlayPals runs a holiday club during all school holidays (excluding Christmas), more information on our holiday clubs is available on the PlayPals page of the school website. Booking forms are sent out via class teachers to all PlayPals children at least 5 weeks before each holiday club

Jodie Davies – Play Leader

Tel: 07720212417

Email: playpalsadmin@st-christopher.coventry.sch.uk

PlayPals webpage: www.st-christopher.coventry.sch.uk/playpals/





PlayPals Application Form

St Christopher Primary School

Personal Details

As parent/carer it is your responsibility to ensure you update PlayPals if any of these details change

Child's Full Name: _____

Home Address: _____

_____ Postcode: _____

Date of Birth: _____ Age: _____ Class: _____

Name of Parent/Carer 1: _____ Relationship _____

Home Address: _____

_____ Postcode: _____

Home Tel: _____ Work Tel: _____ Mobile Tel: _____

Email Address: _____

Name of Parent/Carer 2: _____ Relationship _____

Home Address: _____

_____ Postcode: _____

Home Tel: _____ Work Tel: _____ Mobile Tel: _____

Email Address: _____

Please indicate which sessions you require in the table below:

Days	Breakfast 7:30am – 8:55am	After School 3:30pm – 5:30/5.45pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Required start date:

If your child will be in Nursery or Reception in September you will be contacted during the summer holidays to confirm your child's start date.

Collection Arrangements

Please note:

- **At least one of the people listed below must be someone other than the parent/carer.**
- Although you have provided contact details for the people below you as parent/carer will be required to notify PlayPals if they are going to collect your child. Without notification your child will remain in our care.
 - These people will be contacted in an emergency unless otherwise informed

Name:	Relationship to the child:
Address:	Daytime Tel No: Evening Tel No:

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Name:	Relationship to the child:
Address:	Daytime Tel No: Evening Tel No:

Who has parental responsibility for your child?

Are there any legal requirements that we need to be aware of?

Permissions

Are you happy for your child to watch PG rated movies whilst in our care?

Yes / No

Are you happy for your child to have their face and hands painted?

Yes / No

Are you happy for staff to take your child on activities that may involve visiting parks, libraries or other off-site locations with prior notice given to parents/carers?

Yes / No

Are you happy for your child to have use of a computer and have access to the internet with adult supervision?

Yes / No

I consent to my child being photographed by staff for display purposes and for use in promotional literature which could be included on the school website/twitter.

Yes / No

Please tell us which games and activities your child enjoys participating in:

Parent/Carer

Date

Medical Information

As parent/carer it is your responsibility to ensure you update PlayPals if any of these details change

Doctors Name:	Name of Practice:
Address:	Telephone Number:
Does your child have any known illnesses or allergies? Yes/No If yes please give details:	
Does your child have any special dietary requirements? Yes/No If Yes please give details:	
Is your child on any regular medication? Yes/No Does your child need any help administering the medication? Yes/No If Yes please give details:	
Does your child have any particular needs? Yes/No If Yes please give details:	
Does your child have an Educational Health Care Plan (EHCP)? Yes/No	
If your child has an attached Social worker, please give their name and telephone number:	

I consent to first aid treatment by a qualified first aider Yes / No

I authorise staff to sign any written form of consent required by the hospital authorities to any emergency dental, medical or surgical treatment necessary, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety. I understand the extent and limitations of the insurance cover provided.

Yes / No Other:

Are there any procedures prohibited due to religious beliefs?

Parent/Carer Signature

Date

Pupil Ethnic Background

Pupils name Date of Birth

Please study the list below and tick one box only to indicate the ethnic background of the child named above. Please also tick whether the form was filled in by a parent or the pupil.

White

- | | |
|--|--|
| <input type="checkbox"/> British | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Any other ethnic background |
| <input type="checkbox"/> Traveller of Irish Heritage | |
| <input type="checkbox"/> Gypsy / Roma | |
| <input type="checkbox"/> Any other White background | |

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

Main Language spoken at home

First Language i.e. language to which child was first exposed

The School is a Data Controller for the purpose of the General Data Protection Regulation 2016 and Data Protection Act 2018. The School will only use the information you provide to meet our legal obligations and to educate and safeguard those in our care. Where appropriate, we may ask for your consent to process certain information. Please ensure the information you provide to the School is up to date.

We will only process this information in accordance with Data Protection Legislation.

More information regarding how we handle personal data and your rights under the Data Protection Legislation can be found in our Privacy Notice and Data Protection Policy on the school's website.



PLAYPALS



TERMS AND CONDITIONS

Updated: Spring 2020

Review date: Spring 2021



Terms and Conditions

- If your application is accepted, this form will form the basis of your contract for PlayPals. If you have not been successful, you will be added to our waiting list and notified when a place becomes available.
- All club fees must be paid in advance upon receipt of an invoice. Invoices will be issued monthly in advance and MUST be paid within 14 days. Full fees are payable during time away, i.e. for sickness, holidays.
- One calendar months' notice in writing is required should you wish to discontinue/change your placement.
- If you have chosen for your child to attend an after-school club and wish to withdraw their place from PlayPals you must notify the Play Leader one week in advance. If you cancel your child's place at PlayPals there is no guarantee that this place will still be available when clubs finish. This is due to staffing ratio's.
- You must inform us if your child is going to be absent for any reason, on 07720212417
- School will not be responsible for any personal items of value that go missing or are broken.
- Staff must be notified in advance if any adult other than the child's main carers will be collecting.
- Parents/Carers must sign their child in/out. NO children are to sign themselves in or out.
- Children must be collected promptly at the end of the booked session (latest Monday to Friday 17.30) Staff may have to inform social care if any child is remaining after 17.30. A late collection charge of £5 per every 15 minutes late will be made.

Copies of all policies are available on the school website.

PlayPals Terms and Conditions Acceptance

I have read and understood the contract and terms and conditions.

I hereby declare to abide by the conditions set out within the contract.

Name of Child:

Parent/Carer Signature:

Date:



PLAYPALS



LATE COLLECTION OF CHILDREN POLICY

Updated: Spring 2020

Review date: Spring 2021



Late Collection of Children Policy

The purpose of this policy is to give our PlayPals staff guidelines by which late collection of children (i.e. after registered closing hours 17:30) is to be dealt with.

- If a Parent/Carer fails to collect a child/children by the registered closing times of the club (17:30) the manager/deputy should refer to the child's records and attempt to contact the Parent/Carer.
- If the Parent/Carer cannot be contacted then the emergency numbers should be contacted and requested to collect the child/children.
- If no other route is available social care will be contacted.

Following an incident of late collection where the parent fails to notify the club, or when late collection occurs regularly, the manager/deputy will notify the Parent/Carer and charge a late collection fee of £5 per 15 minutes when the next payment is due.

If late collection persists the manager may consider withdrawing the child/children's place at the club.

PlayPals Late Collection of Children Policy Acceptance

Name of child:

Parent/Carer Signature:

Date: