



**Cromwell Academy Kids Club**  
**Autumn Term (September '24-December'24) Booking Form**

In light of the demand for Kids Club places we have built more capacity by increasing staff numbers and expanding our space into the school by using 'The Pod' for games, colouring and Wii fun!

We need to ensure we are helping as many families as possible and in response to this we now require sessions to be booked on a termly basis and not just at the start of the academic year. This hopefully will ensure we are up to date with session availability.

This letter has been sent to you as we need to know which sessions you require your child to be at Kid's Club next term (15th April 2024- 19th July 2024). **Please return the form to the school office or Kids Club by Tuesday 4<sup>th</sup> June 2024.**

We are not able to book sessions on an 'ad hoc' basis any longer due to staffing, resourcing and snacks all requiring arranging and paying for.

Please be advised the sessions you choose for your child to be in Kids Club mean they will be expected in Kids Club and you will be charged for that session. If you decide you wish to pick your child up at 3.15pm you will need to come to the office (as your child will have already left the classroom) and you will be charged for your booked session.

**Child's name:**

Please indicate which sessions you would like to book for your child in the grid below:

Fees per session: 8.00am – 8.45am = £4.10\* | 3.15pm – 5.00pm = £8.00\* | 3.15pm – 6.00pm = £12.90\*

\*Siblings will receive a 10% reduction on the fees above.

	8.00-8.45am	3.15-5.00pm	3.15-6.00pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please book my child in for the days and times indicated above.

**Changes to days and cancelling your place**

You must give us half a terms written notice of termination of required sessions, or of changes in attendance. We try to accommodate such changes wherever possible. Any amendments or changes to sessions needs to be advised prior to holiday periods so they can take effect from the following half term.

**Unavoidable temporary changes**

We prepare our staffing arrangements in advance. With this in mind, any amendments/changes to 'usual' booked sessions need to be requested, through email, by Friday 1 pm the week before the change is required. This is to ensure staffing/resources can be arranged for the following week and that registers are kept up to date for safeguarding reasons. We cannot guarantee changes but will endeavour to support parents wherever we can, we reserve the right to remove places where children are regularly missing from booked sessions.

In the instance of parents/carers arriving late to collect their child from a 5.00pm session, you will be charged for the 6.00pm session.

**Payment of fees**

All payments for Kids Club are made via the Arbor system, we advise parents to keep their balance in credit or at zero. Should your account fall into deficit, then you will be reminded verbally at pick up and then if the balance remains unpaid - contacted by our central ACES finance dept. Invoices will not be issued, however you can view your child's sessions/payments on Arbor. Payments via childcare voucher scheme can still be used, please email [finance@acesmat.uk](mailto:finance@acesmat.uk) for the attention of Beverly Broomfield to update these details.

In the event that fees remain unpaid for more than 4 weeks we reserve the right to take legal action for repayment if necessary. We may also have to withdraw your child's place at Kids Club.

Please complete and also return the consent form on the next page:

## PARENT/CARER DECLARATION

I consent for my child to attend Cromwell Academy Kids Club. I understand that the Club has policies and procedures and that there are expectations and obligations relating to both the Club, myself and my child agree to abide by them. I am aware that copies of these policies and procedures are available for my information.	Yes / No
I give permission for trained staff members to administer first aid as necessary. I understand that a member of staff will telephone one of the emergency contact numbers, starting with the parents/carers as appropriate in the event of a more serious injury.	Yes / No
In the event of a sudden illness or accident affecting my child, I give permission to the seeking of any necessary advice or treatment and administration of a general anaesthetic to my child.	Yes/ No
Permission for my child to be in photos and videos for use in school; displays, learning journals and presentations.	Yes / No
Permission for child's photo or video to be shared on public platforms such as website, newsletter, newspaper, school publications, Facebook.	Yes / No
I give permission for a staff member to consult with and share information with outside agencies where it is in the interest of my child's general development, education or welfare.	Yes / No
I give permission for my child to take part in food preparation activities at Cromwell Academy Kids Club.	Yes / No
I give permission for my child to use the internet at Cromwell Academy Kids Club.	Yes / No
I give permission for my child to watch Universal or PG rated films whilst at Cromwell Academy Kids Club.	Yes / No
I will inform a member of staff either in person or by email if my child will be attending any clubs after school on days they are due to attend a session.	Yes / No
I will inform a member of staff either in person or by email if my child will be absent from a session they are expected to attend.	Yes / No
Upon request I will pay the £10.00 for the annual registration of my child to Cromwell Academy Kids Club via Arbor. I understand that membership runs from September – July and I must re- register my child for the following academic year if required. I have read and accepted the above conditions for my child attending Cromwell Academy Kids club.	Yes / No
I will make Kids Club staff aware of any allergies or medical issues my child has and update them as necessary.	Yes / No
Signed - _____ Date- _____	

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