



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
 Telephone: 01924 303665 Fax: 01924 303666  
 Email: headteacher@jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs T Swinburne

**BREAKFAST CLUB AND AFTER SCHOOL CLUB BOOKING FORM**

Please indicate the sessions you require by ticking the relevant boxes. If your working pattern is not the same every week then please note this in the box below.

**BREAKFAST CLUB**

Name and year group of child(ren): \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday

**AFTER SCHOOL CLUB**

Name and year group of child(ren): \_\_\_\_\_

Collection time	Monday	Tuesday	Wednesday	Thursday	Friday
Before 4.30pm					
Before 5.15pm					
Before 6pm					

- Please tick this box if your child is eligible for Free School Meals and you wish to apply for a subsidised place (note this is Free School Meals based on income; not Universal Infant Free School Meals)
- If you will be paying (in full or part) with childcare vouchers please provide details of the childcare voucher provider:

.....  
 .....

**Queries / Notes**

Please indicate here if you require childcare but don't yet know which days or if you have any questions or points to note.



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: headteacher@jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs T Swinburne

**MEDICAL AND DIETARY INFORMATION**

Please sign to confirm that you agree to first aid being administered to your child by wrap-around childcare staff, in the event of an emergency:

.....  
**Name** **Relationship to child** **Date**

Please detail below any relevant medical / dietary information.

**CONSENT FOR SPORTING ACTIVITIES**

Please sign to confirm that you agree to your child taking part in indoor and outdoor sports activities supervised by wrap-around childcare staff:

.....  
**Name** **Relationship to child**  
**Date**

**PARENT / CARER CONTACT DETAILS**

Please provide details below of who will be collecting your child. Please also provide a password to be used in the event that someone else will be collecting your child:

Password.....  
.....

**Parent/carer 1:**

Name & relationship to child:  
.....



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: headteacher@jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs T Swinburne

Mobile phone number:

.....

Work phone number:

.....

**Parent/carer 2:**

Name & relationship to child:

.....

Mobile phone number:

.....

Work phone number:

.....

**Parent/carer 3:**

Name & relationship to child:

.....

Mobile phone number:

.....

Work phone number:

.....

**CHILDCARE PROVIDER / PARENT AGREEMENT**

**Please read and sign the agreement between Jerry Clay Academy wrap-around provision and parent / carer.** If you have any queries please contact Yvonne Wells, Business Manager.

**Registering for breakfast or after school club**

1. A booking form must be completed for all children attending the provision.
2. A regular booking pattern is required; this should be communicated to the school office on the booking form. Confirmation of places will be confirmed in writing by the school office within 4 weeks.
3. Jerry Clay Academy will endeavour to fulfil additional ad hoc breakfast club and after school club sessions requested by parents/carers (these should be notified to the school office, details of process TBC prior to September) however this will be dependent on available staffing levels and will be on a first come first served basis.



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: headteacher@jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs T Swinburne

- If a parent/carer requires a change to regular sessions a 'change to booking form' should be completed.

### Fees

- Fees from 1<sup>st</sup> September 2017 are as follows:

<b>Breakfast Club</b>	<b>£</b>
From 7.30am	4.10
<b>After School Club</b>	
Collect before 4.30pm	4.10
Collect before 5.15pm	6.15
Collect by 6pm	7.65

- Reduced fees are available for a second or third child from the same family attending after school club. The reduced fees from 1<sup>st</sup> September 2015 are: £5.65 (collect up to 5.15pm) / £6.65 (collect by 6pm).
- Parents/carers of children eligible for free school meals may apply for a subsidy for before and after school club. Other children / parents will not be made aware of subsidised places.
- Breakfast club prices include cereal, toast and a drink. After school club prices (excluding collection before 4.30pm) include a light two course tea and a drink which will be served between 4.30pm and 5.15pm.
- Any fees for booked sessions, as set out in paragraphs 5 and 6 above, will be payable, if less than 1 weeks' notice is given for cancellation.
- If the actual collection time is after the arranged session time (4.30pm or 5.15pm) the incremental charge for the next session will be made, in addition to the fee for the session booked.
- Late collection (after 6pm) will result in a £5 charge, in addition to the fees set out in paragraphs 5 and 6.
- Paragraphs 5 and 6 will not apply if your child is off school with illness on the day of the booked session. If this has been paid for in advance a credit will be applied to your account.
- The fees, set out in paragraphs 5 & 6 above, are payable within 7 days of the start of the month they relate to (unless alternative arrangements are made with the school office).
- Payments are to be made via the academy online payments system. Childcare vouchers are also accepted.



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk)

Headteacher: Mrs T Swinburne

15. Balances due are available on the online payments system. Charges for any given month will be shown from the Friday prior to the beginning of the given month. (Note: invoices will not be raised).
16. If fees are persistently overdue Jerry Clay Academy reserve the right to give one months' notice to terminate this agreement.
17. All fees, set out in paragraphs 5 and 6 above will be reviewed by the Governing Body on an annual basis.

#### **Drop-off and pick-up**

18. Breakfast club provision starts at 7.30am, children can be dropped-off at anytime between 7.30am and school registration time. The charge in paragraph 5 is payable irrespective of drop-off time.
19. Children must be collected by the time arranged as per the booking.
20. If, in the event of exceptional circumstances, the parent/carer is going to be late for pick-up the after school club staff should be notified as soon as possible.
21. The school car park must not be used for drop-off or pick-up.
22. The booking form must indicate who will collect your child. The school office must be notified if someone else is to collect your child and a password system will be used.
23. After school club ends at 6pm. All children **must** be collected by 6pm. If there are more than 3 incidences of late collection (after 6pm) Jerry Clay Academy reserve the right to give one months' notice to terminate this agreement.
24. If you require your child to have tea at after school club please be aware that the serving of food may not be finished until approximately 5.15pm.

#### **Staffing, policies and procedures**

25. All staff will be appropriately trained and have relevant DBS checks.
26. All policies and procedures for the wrap-around provision are available for inspection from the school office.
27. The academy behaviour policy will apply to the wrap-around provision.

#### **Termination**

28. This contract may be terminated by either party by giving one month's written notice.

#### **Service availability**



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk)

Headteacher: Mrs T Swinburne

29. The academy will endeavour to ensure that before and after school club provision is available throughout the year (term-time only).
30. If in the unlikely event of pre-booked wrap-around provision being unavailable parents/carers will be notified as soon as the academy becomes aware of the situation and a charge for the sessions will not be made.

#### **Consent for use of photographs**

31. Consent for use of photographs is assumed to be as per school agreement, unless notified in writing to the school office.

#### **Data protection**

32. By signing this agreement the parent / carer agrees to Jerry Clay Academy using personal data on the forms, in relation to administration of the before and after school club provision. Jerry Clay Academy processes data under the Data Protection Act 1998 and all personal data shall only be used for the purposes of this agreement.

#### **Responsibility of Jerry Clay Academy**

33. Jerry Clay Academy shall not be responsible for any services or responsibilities other than those set out in this agreement, unless otherwise required by law, including providing those services set out in this agreement prior to 7.30am or after 6pm and Jerry Clay Academy shall not be responsible for:
  - a. ensuring that children are dropped off and collected on time;
  - b. any children not on the school site;
  - c. any children who have not been registered for the breakfast club or after school club on the relevant day;
  - d. the actions of any third parties other than those staff providing supervision;
  - e. any issues arising from dietary, medical or collection requirements which have not previously been confirmed to Jerry Clay Academy in writing; and
  - f. any medical responsibility beyond the provision of emergency first aid.

nothing in this paragraph 33 shall exclude or limit Jerry Clay Academy's liability for death or personal injury caused by Jerry Clay Academy's negligence, fraud or fraudulent misrepresentation, or any other liability which cannot be limited or excluded by law.

#### **Governing Law and Jurisdiction**

34. This agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the law of England, and each party irrevocably agrees that the



Jerry Clay Lane, Wrenthorpe, Wakefield WF2 0NP  
Telephone: 01924 303665 Fax: 01924 303666  
Email: headteacher@jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs T Swinburne

courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

-----  
-----

**I confirm that I have read the above Agreement regarding early and after school childcare provision and agree to the terms stated.**

**Parent / carer signature**

.....

Date .....

**PLEASE RETURN ALL 6 PAGES TO THE SCHOOL OFFICE. WE WILL RETURN A COPY WITH CONFIRMATION OF YOUR CHILD'S PLACE**

For office use only:	
<ul style="list-style-type: none"> <li>• <b>Sessions attached confirmed:</b></li> <li>• <b>Date of confirmation of place:</b></li> </ul>	Date: