

Madley Primary School,
Madley,
Herefordshire,
HR 2 9PH.



Head Teacher:
Mr. L. Batstone
B.A (hons). P.G.C.E NPQH

Phone: 01981 250241 Fax: 01981 252071 Email: admin@madley.hereford.sch.uk Website: www.madleyprimaryschool.co.uk

'Be the best you can be'

MADLEY AFTER SCHOOL CLUB (MASC) APPLICATION FORM

Madley After School Club (MASC) is open from 1530hrs to 1730hrs Monday to Friday during term time only. We offer children a wide range of fun and structured activities each afternoon and occasional trips using our school minibuses. We also listen to children read and can help with homework too! The cost of £6.50 per session includes drinks and a light snack such as toasted teacakes, beans on toast, scrambled eggs or omelettes.

Please read the terms and conditions overleaf and return your completed application form to the Madley Primary School Office.

Child's name:	
Address:	
	Postcode
Home phone:	Mobile:
Date of Birth:	Start date of placement
Dietary requirements or food allergies	
Allergic to bee stings?	Any other allergies?

Please indicate sessions required:

	After School 15.30hrs to 17.30hrs Please tick sessions required	Adults nominated to collect child	Contact numbers
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
PASSWORD FOR COLLECTION			

I agree to abide by the terms and conditions set out overleaf which I have read and fully understand.

Signed: _____

Date: _____

Print name: _____

Relationship to child: _____

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Terms and Conditions

Admittance

MASC provides childcare places from 1530hrs to 1730hrs each school day.

Collection of children

We expect children to be collected promptly by either parents or the nominated adults (Please make sure you provide a password on the form) to whom you have given your consent (overleaf). We do, however understand that on rare occasions it may be necessary to make different collection arrangements and ask that you notify us of any changes as quickly as possible. Failure to collect your child on time may result in an additional charge being raised.

Fees

Places must be pre-booked and paid by the 27th of the previous month. A notification of charges will be sent via ParentMail. Payments can be made via ParentMail, in cash or cheque at the school office. Cheques should be made payable to Herefordshire Council. Late payment of fees could jeopardise your child's place at MASC. **Full fees will be charged if your child is absent on the days booked, (unless it is a school event i.e. open evening and your child is a tour guide or participating in a class activity or a trip or residential which will be deducted from the following months payment).**

Notice

4 weeks' notice is required to cancel **any** hours. Please put this in writing addressed to School Administrator.

Staff

All our staff are qualified and experienced in childcare and have an enhanced DBS disclosure. They are all trained in first aid and have food hygiene certificates.

Policies

School policies apply and are available for all parents on the school website: www.madleyprimaryschool.co.uk

Sickness

Every effort will be made to contact you in the event of your child becoming ill. As such please ensure we are aware of any changes to your contact details. As with school, children should not attend if they are suffering from a contagious illness. Medicines can only be administered if they are prescribed by a doctor and are received in the original pack complete with the pharmacist's dispensing label. Consent forms are available from the school office, should your child require medication to be administered during MASC.

Possessions

All clothing, bags, lunch boxes etc must be clearly marked with your child's name. Children should not bring valuable items, jewellery, money or sweets along with them and all articles are the responsibility of the child.

Behaviour

Although we aim to have a relaxed atmosphere at MASC we expect the same high level of behaviour that we see in school