



# South Norwood Primary School

## The Pioneer Academy

34 Crowther Road • London • SE25 5QP  
Tel 020 8654 2983  
E-mail: office@southnorwood.croydon.sch.uk



### APPLICATION & TERMS AND CONDITIONS FORM FOR KIDS CLUBHOUSE

Please KEEP THIS page for your information and return the completed form together with the signed terms & conditions to the office.

Parents/carers must sign the bottom of the registration form agreeing to the terms and conditions. Registration forms must be completed in full before your child can be allocated a place.

Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing or by email.

Fees for Breakfast Club are £3 a day. Fees for After School Club are £10 a day, £8 sibling discount.

To access 'Kids Clubhouse, you will need to use the gate on Birchanger Road and ring the bell. School office staff will not admit children/Adults through the front entrance. Breakfast Club starts at 7.30am, Children must arrive before 8.30am. After School Club starts at 3:15pm and children will be escorted from class. Tea will be served at 4.30pm. Afterschool club finishes at 6pm, parents can collect children any time before 6pm.

If you are going to be late, it is important that you telephone on **0208 289 4655** to let us know. Parents/carers who collect their child after 6pm will incur a late fee of **£1.00 per minute**. If you are late three times within one term, you may be asked to find alternative childcare. If by 6.30pm, no parent/carer has arrived and the club staff have tried all other contact details then the 'Kids Clubhouse' team will contact the Croydon Social Services department.

If your child is unable to attend for any reason you will not be entitled to a refund unless you have made us aware **2 weeks** in advance.

**Payment for clubs must be paid at least one week in advance. Parents can make payment via ParentPay or Child Care Vouchers. Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges.**

Once your child has been allocated a place you must give **TWO** weeks written notice (this can be via email), Any session within this two week notice period will need to be paid in full.

The extended school services are additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures. The Staff at 'Kids Clubhouse' aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

I have read and understood the Kids Clubhouse Breakfast Club and After School Club Terms and Conditions.

Child Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

*Headteacher – Mrs Melody Berthoud  
Deputy Head Teachers – Mr James Looker & Mrs Cathy Kinsley*

***The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.***

Child Details					
Name:		DOB:		Class:	
Parent/Carers Details					
Name:					
Home Tel:		Mobile:		Work:	
Email:					
Additional Emergency Contact					
Name & Address:					
Home Tel:		Mobile:		Work:	
Email:					
Tick the box to indicate which session(s) you wish for your child to attend					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Afterschool Club					

\*These figures will be reviewed on a yearly basis.

Requested dates:

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

If you don't know the end date, please leave it blank.

Medical and dietary information	
Childs Name:	
Doctors Name and Address:	Doctors Tel:
Please list any medical conditions e.g Asthma:	
Please list any medical allergies e.g. Penicillin:	
Please list any dietary/food allergies e.g. dairy:	

I am happy for photographs / video's to be taken of my child YES  NO

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_