



Part of PACE Academy Trust
New Valley Primary School

Old Lodge Lane, Purley, Surrey, CR8 4AZ

tel: 020 8660 1325

e-mail: office@newvalleyprimary.com

Headteacher: Pete Steward

Deputy Head: Sally Dubben

Application form for After School Club.

Please ensure ALL sections of this registration form are fully completed and that all information given is accurate and kept up to date at all times.

Once you have fully completed this form please hand it into the school office or email it to

wraparoundcare@newvalleyprimary.com

SECTION 1: CHILD REGISTRATION

Child's name:	Child's Year:
Does your child have any allergies?	
Does your child have any dietary requirements?	
Does your child have any special needs or medical needs?	

SECTION 2: PARENT/CARER DETAILS

Please ensure details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency are up to date on Arbor.

- I agree to the terms and conditions detailed on the back of this registration form and will update Arbor should any of my personal contact information change.
- I understand that bookings are made in advance and are only possible if my account is in credit.

Parent/carer name (PRINT):

Parent/carer name: (SIGNATURE):

Date:



SECTION 3: TERMS AND CONDITIONS

When registering your child at our After School Club (ASC) you are agreeing to the following terms and conditions:

- By signing this registration, parent/carers agree to our ASC staff administering first aid and/or taking the child to hospital for urgent medical attention if a parent/carer is uncontactable or unable to travel with their child by ambulance. Staff will stay with the child until a parent/carer has arrived.
- Parents/carers must update Arbor if any contact details change.
- Payment must be made through Arbor. Childcare vouchers can also be accepted.
- All New Valley policies apply to the ASC which can be viewed on the school website.
- Children are expected to behave appropriately at the club and parents will be informed if their child's behaviour is inappropriate. If inappropriate behaviour continues, your child's place in the club may be withdrawn.
- Session Times and Fees
 - Short Session: 3:10pm – 4:30pm | £7.50 per child | Monday to Friday
 - Long Session: 3:10pm – 6:00pm | £15.00 per child | Monday to Thursday
- Booking Deadlines and Charges
 - Payment must be made via Arbor before selecting a session to book. Arbor will not allow any bookings to be made without credit in the account.
 - To allow for emergencies, bookings close 30mins before the session begins.
 - Bookings for After School Club close at 2:40pm on the day of the session.
 - The office will not be able to book any children in to After School Club.
 - If you miss either deadline, please make other arrangements for your child.
 - Charge for Attending Without Prior Booking: If a child attends After School Club without any booking, the Long Session fee (£15) plus a £2.50 admin charge will be applied to your account, no matter what time they have been collected.
 - All cancellations must be requested in writing to wraparoundcare@newvalleyprimary.com at least 24 hours in advance. Any requests made after this time will be rejected and the charge will still apply.
 - If your child is unwell/absent, Arbor will automatically cancel your booking, and no payments will be debited from your account.
- Late Collection Policy
 - All children not collected by 3:30pm will automatically be enrolled into the After School Club, and a Charge for Attending Without Prior Booking will be applied to the child's account.
 - Any children who are placed into wrap around care by school staff due to late or no collection will be referred to the Safeguarding Team and subject to relevant safeguarding procedures.
 - All children not collected by 6:00pm (Monday to Thursday) or by 4.30pm (Fridays) will automatically be charged an extra £5 for every 10mins of childcare they receive. If no contact can be made with either parent or guardian, the relevant safeguarding procedures will be followed.

Important Reminders

- Spaces are limited and do fill quickly. We recommend booking as far in advance wherever possible.
- Children must be collected promptly by the end of their session time. Persistent late collections will lead to a review of club access.
- Please contact the office if you require help with logging in to your Arbor account.
- Any outstanding debt on their account, brought over from ParentPay, will prohibit them from attending any Wrap Around Care session.
- All Tax-free childcare payments must be made 2 weeks in advance of the sessions to ensure the payment has reached the school account.