



SunSet



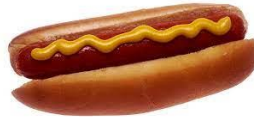
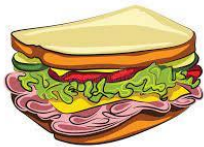
BROOKLAND JUNIOR SUNSET CLUB

'Fun and learning after school'

Sessions 3:10pm – 6.00pm term time only
Year 3 to Year 6

*Sunset Club assistants are:
Mrs Annie Tatham (Mon-Fri)
Mrs Louise Clancy (Mon, Thurs & Fri)
Mr Matt Cawley (Tues & Wed)*

We provide a caring family atmosphere for children (and parents) who require quality child care after the end of the school day.



A healthy light tea will be provided which will include:

Sandwiches, buns, wraps or crackers with a choice of fillings.

Fruit Juice, water and a biscuit, a choice of fresh fruit & veg (daily), yoghurt and cake.

Once a month hot dogs/beans on toast. We are always open to requests from children.

Payment

All sessions must be paid for in advance via Arbor or directly into the school bank account. A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved. Failure to make prompt payment may result in your child's name being withdrawn from the register.

Daily fee	£12.50
LATE FEE from January 2023	£15 per 15 minutes to cover staff costs

All staff are skilled and trained and have been checked for their suitability to work with children. Staff plan

the activities for children to have fun and learn whilst playing. Activities include games, puzzles, construction toys, imaginative play, crafts such as painting, drawing, origami, Nintendo switches and tablets. Outside facilities including gym equipment, ball games and scooters.

A trained paediatric first aider is always available at the club.

The club expects and will encourage children to behave responsibly, to respect and be kind to both staff and each other. The club follows Brookland Junior School's behaviour policy.

Children will be signed in once they have walked to the Sunset Club at the end of the school day.

The Sunset Club is proud to be an integral part of a Rights Respecting School where children can relax and play in a safe welcoming environment allowing parents to move on with their day.

Contact Us

To contact the Sunset Club, please email on: breakfastandafterschool@brooklandjm.herts.sch.uk or call 07487329924 between the hours of 4pm-6pm.

Alternatively, you can contact the school office on 01992 624487 between 8.30am & 4.30pm.

SunSet



Brookland Junior School Sunset Club

Application Form

Email: breakfastandafterschool@brooklandjm.herts.sch.uk

Contact Number: 07487329924

I/We request that our child attend the Brookland Junior Sunset Club.

Days I/We wish my/our child to attend each week are (please tick):

Monday

Tuesday

Wednesday

Thursday

Friday

Preferred day and date of commencement:

Child's full name:

Child's date of birth:

Child's class:

Parent(s)/Carers full name:

Home Address:

.....

Contact number:

E-mail address:

Emergency name and phone number:

Name and number of anyone else who can/may collect your child:

.....

.....

.....

Medical Information

Your child's doctors name: Dr.....

Doctors contact number:

Does your child have any medical conditions? Yes / No

If yes, please give details below, including details of any medication taken:

.....
.....

Does your child have any special dietary needs? Yes / No

If yes, please give details below:

.....
.....

I consent to any emergency medical treatment necessary during the running of the club and authorise the staff to sign any form of consent required by medical staff, if a delay in getting my signature could endanger the child's health or safety: Yes / No

I agree to abide by the terms and conditions of this club, which I have read and signed.

Child's name:

Parent/Carer signed:

Parent/Carer print name:

Date:



Brookland Junior Sunset Club - Terms and Conditions.

Admissions:

It is a requirement that all members of Brookland Junior Sunrise Club must have a fully completed application form before they begin sessions. Any changes to information held on the application form must be notified email to breakfastandafterschool@brooklandjm.herts.sch.uk

When places are limited; children will be admitted according to the following:

- Children who will attend five days per week
- Siblings attending Brookland Junior School
- In order of receipt of a completed registration form

If you no longer require a place you **must** be communicated this to breakfastandafterschool@brooklandjm.herts.sch.uk

Payment terms:

Sessions will operate in school term times only from 3.10pm – 6:00pm

Parents must commit to arranged times and days. On your application you will book the days you require your child to attend Sunrise Club and we regret that all absences must be paid for. Parents will be invoiced for the next half term, via Arbor based on the information given on the booking sheet.

1. All sessions must be paid for in advance. A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved.
2. Failure to make prompt payment may result in your child's name being withdrawn from the register.
3. All additional sessions requested by parents/carers are subject to availability and need to be booked in advance.

The published daily rate will be applied to provide best value for parents, to allow for all costs to be met including staff costs, premises costs, provision of resources and activities and provision of food for the children. The club will be non-profit making but charges will have to be sufficient so that all costs are covered. The club will not be allowed to be run on a deficit budget.

Responsibilities:

Children will be registered to Sunset Club as they arrive, this is in case of emergency so that the club is aware of all children who are on site between the 3:10pm and 6:00pm, and who are members of the Brookland Junior Sunset Club.

Safety and Behaviour:

To enable all children to have fun safely, there is a behaviour expectation. The club expects, and will encourage children to behave responsibly and to show respect and be kind to both staff and each other. Children are expected to respond to requests from staff. Refusal to follow instruction and/or persistent anti-social behaviour could disrupt the club for other children. Consequently, the club reserves the right to terminate membership. The club follows the behaviour policy set out by Brookland Junior School.

Sickness absence:

A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved. We regret that all absences must be paid for. Parents will be invoiced for the next half term based on the information given on the booking sheet. Invoices are generated by Arbor.

Absences due to family holiday taken in term will also have to be paid for.

I agree to the terms and conditions as outlined above. Please sign and return one copy to Sunrise Club the other is for your records

Child's name: _____ (print name)

Parent/Carer : _____ (signature) Parent/Carer : _____ (print name)

Date : _____