

## Agreement

*Please complete the below details and sign at the base of the return slip to acknowledge understanding of the guidelines contained within this leaflet*

### Contact Information

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Who will bring/collect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Additional Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Known Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Medical Requirements (eg inhaler): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Eagle CP School Before & After School Activities Club

We aim to provide an extended school day with a member of our Eagle staff team on hand to guide different activities.

We encourage the children to suggest activities they may enjoy, but aim to balance a range of different skills to supplement the school day, including:

- ◇ Fine motor skills (beads, bands, etc)
- ◇ Problem solving (construction, etc)
- ◇ Physical activity (multi-skills games)
- ◇ Technology (DS, Apps, gaming)
- ◇ Social (conversation and friends)
- ◇ Reading (access to library, online)
- ◇ Homework (quiet space to make a start)



As much as possible we aim for this provision to be flexible, affordable and meet your needs as and when they crop up. However, we must consider some simple procedures in order to ensure the club can continue to fund itself and thus maintain BASC long into the future.

Headteacher: Mrs Wendy Daley

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T: 01522 868354  
Email: enquiries@eagle.lincs.sch.uk  
www.eagleprimary.org.uk



## Before and After School Activities Club



# BASC Guidelines

## Bookings:

Please make bookings by Friday morning for the following week/term.

It may be possible to make bookings during the week if the club is running and/or staff cover can be arranged. Please call the school office.

## Payment:

Please ensure that all payments are received by the school prior to the session.

## Late Payments:

If a booking or late booking is made, the expectation is that payment will come with your child(ren) at 'drop-off' for that session or upon collection. After 3 late payments, an additional £2.50 will be charged to cover administration expenses.

Persistent and regular late payments across two months will result in removal of the provision.

## Cancellation:

If a booked session requires cancellation, a credit note will be issued if the cancellation is made with 3 days notice. After that notice period, the payment will be held.

If cancellation is required due to a school based organisational impact, a credit will be issued.

If cancellation is due to a measure outside of your control (eg Jury Service, significant family emergency), consideration of the best solution will be applied.

If cancellation is due to illness this booking payment will be lost. However as a mark of goodwill, if the bout of illness continues beyond day 1 we will credit the subsequent days for that week.

## Drop off:

Children can be dropped off before school from 7.45am. Please use the rear door adjacent to the car park to gain entry.

## Collection:

You can collect your child at any time, but they must be collected by 5.30pm. Again, use the rear door adjacent to the car park.

In the event that children are playing outside, please be patient or call 01522 868354 or 07938642536

## Late Collection:

A penalty of £8 will be charged for late collection after 5.30pm following 3 occasions.

If you are made aware of an incident that will delay your arrival, please make safe contact with school (01522 868354 or 07938642536) to inform us of the difficulty and any change in collection arrangements.

## Arrival / Departure:

As the times of arrival and departure can be varied, pupils are not permitted to walk on their own to or from school as absences will not be noted until formal registers are taken at 9am. We thank you for your understanding in this matter as the decision is purely based on safeguarding your child(ren).

## Food & Drink:

If your child(ren) would like a snack at the end of the school day, these can be brought in a separate container/bag and saved for the After School Activities Club.

Fruit, water and other snacks will be available.

Breakfast is offered if required every day and children can be involved in preparing this meal