



Extra Time @ Clockhouse
Breakfast Club, After School
Club and Holiday Club
Clockhouse Primary School
Clockhouse Lane
Collier Row
RM5 3QR
07908 869334

Parent/ Carer information
The February Holiday Club will run from
Monday 17th February to Friday 21st February

The cost of the Holiday Scheme is £30 for a full day (7.30am – 6.00pm) or £15 for half day (7.30am – 12.30pm or 1.00pm – 6.00pm)

Please note: Essex After School Clubs now operates a 'pay and play' policy. All fees for the week must be paid in advance on the first morning that your child attends the holiday playscheme. **Please bring correct money as we cannot give change.**

We accept cash or BACS payment. Bank details for BACS payments:

Essex After School Clubs Ltd.

Acc No: 60278203

Sort code: 20-41-50

Please put your child's surname as a reference followed by the letter CLO

A £30 deposit per child is required at the time of booking. **The deposit will be taken off the last day of your child's attendance.**

£50 notes not accepted.

The latest date we will be accepting booking forms is Wednesday 12th February.

Please return booking form to Extra Time @ Clockhouse Breakfast or After School Club or email essexafterschoolclubs@gmail.com

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We have a fun holiday scheme planned for the children including:

- ✓ Cinema
- ✓ Sports and Games
- ✓ Cooking / art and craft
- ✓ Archery and much much more.....

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For full details please see our Activity Planner.
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General information

Times

We close promptly at 6pm every evening. If you are going to be late please contact Club as soon as possible on: A late fee will be charged if you arrive after 6pm (please see policies and procedures on parents table)

Food

Breakfast is served between 7.30am and 8.45am

Lunch is provided. No Packed Lunch Needed. Lunch is at 12.15pm.

The children **will** have fruit and water throughout the day and **tea is served at 4.15pm**

Please note: We do not allow children to bring mobile phones, tablets, ipads, hand held computer games or other electrical items to club.





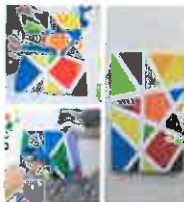



We look forward to seeing you at the Holiday Club



Extra Time @ Clockhouse

Holiday Club

February 2020

	Monday 17 th	Tuesday 18 th	Weds 19 th	Thurs 20 th	Friday 21 st
A.M	<p>BIG BAKE OFF</p> 	<p>SLIME MAKING</p>  <p>Jewellery Making</p>	<p>TRIP TO THE CINEMA</p> 	<p>PARK FUN (WEATHER PERMITTING)</p> 	<p>FACE PAINTING</p> <p>ABSTRACT CANVAS ART</p> 
	Lunch	Lunch	Lunch	Lunch	Lunch
P.M	<p>Mosaic Making</p> 	<p>VALENTINES PICTURES AND ARTS AND CRAFTS</p> 	<p>ORIGAMI CREATIONS</p>  <p>SEWING / CROSS STITCH SPORTS AND GAMES</p>	<p>ARCHERY</p>  <p>Parachute games</p>	<p>PARTY GAMES AND FUNKY HAIRSTYLES</p> 

Manager to complete

Staff member taking booking: _____

Method of payment	Cash	BACS
Deposit received	Cash	BACS

**Extra Time @ Clockhouse Playcentre
February 2020 Child Booking Form**

Child's Name _____	Age _____	D.O.B _____
Parent / Carer Name _____	Tel No: _____	
Name of child's school _____		
Home address _____		
		Postcode _____
Email _____		

Details of an alternative contact	
Name _____	Contact Number _____
Relationship to child _____	
Medical / Health information	
Does your child have any health issues (including asthma, special educational needs or physical disabilities)? Yes / No	

Does your child have any dietary requirements or allergies? Yes / No	

Permission: I give permission for	
My child to attend all outings and trips on the days they attend	Yes / No
My child to have their face painted	Yes / No
My child to have their photograph taken	Yes / No
Parent/Carer Signature _____	Date _____

Emergency Medical Treatment: In the event that my child requires immediate medical treatment, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.	
Parent / Carer Signature _____	Date _____

Please note: Essex After School Club operates a 'pay and play' policy and all fees for the week are to be paid in advance on the first morning your child attends the Club. You will be charged for all days booked even if your child does not attend.

Your deposit will be deducted from the last day that your child attends

We are open from Monday 17th February to Friday 21st February 2020

	Mon 17 th	Tues 18 th	Weds 19 th	Thurs 20 th	Fri 21 st
7.30am - 6.00pm					
7.30am – 12.30pm			No half day		
1.00pm – 6.00pm			No half day		
Please tick the sessions you require					

Privacy Notice

At Essex After School Clubs we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our partnership with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club. We will use the contact details you give us to contact you via phone, email and post so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* (*such as records of complaints, accidents, and attendance*)
- If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____