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|  | **Dog Kennel Hill Primary Breakfast/Afterschool Club****Application Form** |

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| **Club Details:** Dog Kennel Hill Primary School run a Breakfast Club and Afterschool Club. The operating hours are 7:30am – 8:55am and 3:15pm – 6:00pm daily. Both Clubs are open to all DKH pupils from their **5th birthday.** | **Contact:****020 7274 1829****Office@dkh.southwark.sch.uk** |
| **Breakfast Club:**All pupils should arrive in time to enjoy their healthy breakfast and will be encouraged to take part in activities until school starts.  |
| **After School Club:**Pupils will be provided with a snack and drink whilst at the club and be able to take part in a variety of activities as well as have the opportunity to do homework. |
| **Cost:** Breakfast Club is *£16 per week for each child over 5 days per week* or there is an option of *£7 for each child over 2 days per week.*After School Club is *£40 per week for each child over 5 days per week* or there is an option of *£25 for each child over 2 days per week.*Fees are payable termly or four weeks in advance. |

1. **Enter Child(ren)’s name**

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| **Child’s Name:** | **Class:** |
| **Additional child(ren):** |  |
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1. **Days required**

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Breakfast Club** |  |  |  |  |  |
| **Afterschool Club** |  |  |  |  |  |
| **Start date:** |

1. **Special Dietary Requirements/ food allergies/ medical conditions etc**

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| **Adults who will be collecting the child(ren)\*:****Emergency contact details:****\* If the adults indicated above will be unable to collect, the office should be informed in advance with the adult’s name and relationship to the child.** |

1. **Emergency Contact Details**
2. **Authorisation**

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| **Signed: Date:** |

**Breakfast Club and Afterschool Club Information:**

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| * **Please return this form to the office - if there is space in the club then you will receive an email confirming your child’s place and the expected start date.**
* **Fees are payable termly or four weeks in advance. Payments should be made via the Arbor online system.**
* **Please call the school if someone else is collecting your child in your place.**
* **A waiting list will be operated should either of the clubs become oversubscribed. Parents will be notified when a place becomes available.**
* **Payment is required even when your child is unable to attend the days. The cost does not change if your child arrives late or attends an extra-curricular after school club.**
* **Failure to pay fees on time will result in the place being lost and entry refused. There is a zero debt policy and any arrears above £10 will result in your child’s place being removed.**
* **We reserve a right to refuse a place if there is money owed to the school.**
* **Failure to collect your child on time on more than two occasions will result in late collection fee and the place being lost.**
* **Please provide us with two week’s notice, in writing, should you wish to cancel a place.**
* **The club will close at 6:00pm, therefore all children need to be collected by this time. There will be a late collection penalty of £10 per 15 minutes, the reason being that premises are locked at 6pm and any delay results in 2 adults having to stay overtime plus our premises officer.**
* **Dog Kennel Hill Primary School Breakfast/Afterschool Club are run by Dog Kennel Hill staff. Children will be expected to ensure that their behaviour, while attending the club reflects the behaviour required at the school. The school reserves the right to exclude children from the Clubs should they not respect the school’s behaviour policy.**
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