Friends Together

 **Hi Everyone,**

**Sending a huge ‘Welcome Back’ to you all and of course a huge ‘Welcome to Friends Together’ to the new families joining the St. Dominic’s family. My team and I are so looking forward to seeing you all and getting to know our new children. We will ensure that every child has the opportunity to have lots of fun, play and be safe and happy!**

**At both Breakfast and After School Club the drop off and pick up point is the Dining Room fire exit (there will be a sign on the door!) we ask parents that you leave your children at the door with us in the morning and we will bring them to you at pick up. We use the Hall, the Dining Room, Link Room and all the wonderful outdoor space that our school has to offer.**

**I have attached the 2024/2025 Registration form to be filled in, the Information and Guidelines for you to keep and ask parents to email me with your session requirements. If your child has any medical needs we will send you additional forms to be completed.**

**Please let us know about any changes to sessions. We would be very grateful if you could message the Friends Together number or email the address below with any changes (by 6pm Sunday evening for the following week would be most appreciated!) Last minute or same day cancellations can be sent by text.**

**Please save the number and email address on your phones!**

 **Club Mobile- 07933046834**

**Club Email- friendstogether1@hotmail.com**

**We ask for regular Preschool half termly bookings for BC and ASC to guarantee our ratios at club are correct. Any additional sessions will need to be booked by email or text by Sunday evening. We always try and accommodate emergency last minute same day bookings so please message us on the number above and make sure you have received confirmation to guarantee the booking.**

**We are incredibly lucky to look after such wonderful children and be part of the very special and friendly community at St. Dominic School and we look forward to a brilliant School year. My team and I are looking forward to working in partnership with our Friends Together families to ensure your child has the best time with us. If you ever have any questions or queries or issues please do not hesitate in coming to speak to us either in person, by phone or send us an email.**

 **Kindest Regards**

 **Juliette and the rest of the Team x**

 Friends Together

**Registration & Emergency Contact Sheet 2024/2025**

**Name of child**………………………………………………………………………………………………………………….. **Date of birth**……………………………………………….

**Home address including postcode** ……………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………………………………………………………………………………. **Home telephone number**……………………………………………………………………………….……..

**Mother/Guardian Name** ……………………………………..………………………………………

 **Work number**…………………………………………………………………. **Mobile**…………………………………………………………………

**Father/Guardian Name** ……………………………………..………………………………………..

 **Work number**…………………………………………………………………. **Mobile**…………………………………………..

## Email address

……………………………………..……………………………………………..…………………………………………………………………………………………………………………………

 **Name & Address of Family Doctor**……………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………………..

**Doctor’s telephone number**…………………………………………………………………………………………………….


## Allergies/Medication/Additional Needs Yes No

★ **If you have circled Yes, please provide additional details below- Juliette will phone or email you for more information if needed and there may be additional forms that need to be completed (we will email these to the address given above)**

………………………………………………………………………………………………………………………………….…………………………………………………………………

 **Additional Emergency Contacts (Must be in addition to parents/guardians included above)**

|  |  |  |
| --- | --- | --- |
|   |  |  |
| **Name** ……………………………………..………………………………………………….  |  | **Name** ……………………………..……………………………………………………..….  |
| **Address**………………………………………………………………………………………..  |  | **Address**……………………………………………………………………………………..  |
| ………………………………………………………………………………………………………………….   |   | ……………………………………………………………………………………………………………  |
| **Phone number**…………………………………………………………………………..  |  | **Phone number**…………………………………………………………….…………..  |
| **Relationship to child**……………………………………………………….    |  | **Relationship to child**……………………………………………………….   |

 **Emergency Password**…………………………………………..............… **(Password for pick up verification)**

##  Friends Together

### Information and Guidelines 2024/2025

 **Friends Together offers an ‘Outstanding’ happy, safe and secure environment for your child to play, make friends and have fun! To help us ensure the smooth running of Friends Together here is some important information and the guidelines of club.**

* **General Info-**

**Club Mobile- 07933046834**

**Club Email- friendstogether1@hotmail.com**

**Breakfast Club - 7.45am- Beginning of the school day (£6.50)**

**After School Club - End of school day- 5pm (£11.00) or 6pm (£14.00)**

**A registration form must be completed prior to your child’s first session. A registration fee of £10 is charged per family per annum and this is added to your first invoice.**

**After school sessions finish at either 5pm or 6pm, we ask parents arriving after 5.10pm to pay for the later session, if you continue to arrive later after a number of sessions you will need to book in for the 6pm slot, to ensure staff/child ratio continues to be correct throughout.**

 **Ratios at Friends Together-**

 **Under 8’s- 1 Playworker to 8 children Over 8’s- 1 Playworker to 15 children**

* **Cancellations can be made by phone or email, please send a text message if the phone is not answered. Please inform us on any changes to sessions ASAP.**
* **Invoices will be sent half termly to the email address as provided on the registration form, we accept online payments, childcare vouchers and we are part of the Government Tax Free Childcare scheme.**

* **We ask for regular bookings in advance to guarantee our ratios at club are correct, Additional sessions can be booked by email or phone and again we ask for these ASAP. We always try and accommodate last minute emergency bookings so please contact us and we will do our best to help, please note the school office are unable to take bookings for club.**

* **All children must be signed out by an adult as it is against OFSTED regulations to release your child to a minor. If you ask someone else to pick your child up, please notify us in advance and give them your emergency password that you filled in on the registration form. Without notification your child will remain with us until we have contacted you or your emergency contacts.**

* **Club closes promptly at 6pm. If you are going to be late please let us know on the club mobile ASAP, school closes soon after 6pm and we will not have access to the school after this time. We are required to have 2 members of staff to wait with your child so unfortunately a £20 late fee will be added to cover the cost of this.**

* **All of our policies and procedures for club are on site at all times, including our risk assessments, if you wish to read any of them please do ask a member of staff for a copy.**

* **Club prices have been calculated according to the operating costs of the provision, to ensure viability of the club our fee structure will be reviewed on an annual basis.**