



Summer 2020 ACE Update

We are very excited to be able to re-open ACE to all pupils from September 2020 (assuming this remains in line with government guidance at any time) and look forward to a new and fun filled school term.

Due to COVID compliancy, we are no longer able to offer ad hoc sessions at this time and request that all sessions are pre-booked with ACE and at the latest by the Friday before the week required. Please notify the club via email ace@actonceprimary.net or via phone message to 07940384073.

Please see as below our ACE Registration Form and ACE Parental Consent and Conditions Form, both which must be returned for all children who want to access ACE prior to using the club next term.

Should you wish to secure your child's place for next term, particularly for the first week back, then please either email us your requirements or else complete the booking form below to secure your place. All fees will be invoiced weekly via the school payment system.

Please can any outstanding balances be cleared in full by 1st August 2020. All accounts must be cleared and settled prior to children commencing at ACE in the Autumn term.

Please do not hesitate to contact us should you have any queries.

Have a great summer break and ACE looks forward to welcoming you all back in September!

The ACE Team



ACE Booking Form: Autumn 1st Half 2020

Details of Child / Children:

Surname

Forename/s

Week Number	Week Commence Date	Monday		Tuesday		Wednesday		Thursday		Friday	
		am	pm	am	pm	am	pm	am	pm	am	pm
1.	31/08/2020										
2.	07/09/2020										
3.	14/09/2020										
4.	21/09/2020										
5.	28/09/2020										
6.	05/10/2020										
7.	12/10/2020										
8.	19/10/2020										

Return via email to: ace@actonceprimary.net



ACE Information

Here at ACE Before and After School Club we want to ensure your child's time with us is fun, familiar, exciting and that they get opportunity to enjoy and experience all our activities to the full if they wish. To help you and your child to know what to expect from ACE we have put together this leaflet to make it easier for you to prepare for the day.

Access – Breakfast club opens at 7.30am. Please use the breakfast club / afterschool club door and we will personally greet you and your child.

When collecting your child, please use the breakfast club / afterschool club door. Please do not allow anyone to follow you in. For security reasons we need to keep a check of every person who wishes to enter the school. For health and safety reasons we ask that you ensure you sign your child out on the register. At ACE we pride ourselves on ensure that staff and children's safety is paramount.



Snacks and meal times – Breakfast is served between 7.45am and 8.30am for those children who are joining us for breakfast. Light tea is served at 4.30pm.

Attendance and collection – If your child will not be attending planned before or after school club sessions for any reason it is important that you let us know; any cancellations must be made at the latest by the Friday of the week before, so not to be charged. Any cancellations made after this time will be charged.

If someone is collecting your child who is not named on your child's admission form, we will need to be informed prior to collection. If you have not informed us, we will have to contact you and confirm before we can allow your child to leave with them.

If your child is ill whilst at ACE, or they are sick, we will contact you to collect your child. Please also ensure we have up to date emergency contact details.

Our club closes promptly at 5.45pm. Parents must ensure that all children are collected by this time. Any parent arriving after this time may be charged a late collection fee.

Sun cream – If you are concerned that your child may get sunburnt, please send them in wearing or with sun cream. We do not supply sun cream. We also suggest you supply a sun hat in warm weather.

Activities - During ACE we like to have a mix of activities running and the children are also free to access any of the toys and games we also have in our room. As well as planned activities we like to listen to what the children may like to do such as: using the role play, crafts, games, outdoor play, gardening, games in the hall, just dance, bingo and lots more.



Payments and Charges –

These are our 2020-2021 prices:

- Before School Club: 7:30am – 8.30am £4.00
- After School Club: 3.30pm – 5.45pm £8.50
- Siblings 10% discount

If parents are late collecting their child, then ACE reserves the right to charge a discretionary late fee of £10 per child.

Sessions are invoiced weekly via the school payment system.

If you wish to cancel a booking and this is confirmed by the Friday before the booked sessions are due to occur, you will not be charged. Any cancellations or none-attendance after this time will be charged.

Ways you can contact us

Email: ace@actonceprimary.net

Call or message us on: 07940384073

Check your junk mail boxes for emails from us.

Please check we have your correct email address to ensure we can keep you up to date with club news and information.

You can also visit our websites <https://www.acton-rllat.co.uk/academy/before-after-school-care.html> and <https://www.calveleyprimary.cheshire.sch.uk/academy/before-and-after-school-club.html>

The ACE Team

Stephanie Palin– Club Manager

Kate Huntbach – Club Deputy Manager

Toby Scott-Worthing – Play Worker

Alison Baker – Play worker

Vicky McGowen –Play worker





ACE Registration Form

(Please complete this form in BLOCK CAPITALS)

Child's Full Name		Date of Birth	
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Name and address of each parent or carer and relationship to child.		Telephone Numbers:	Home – Work – Mobile –
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Email addresses of parents / carers	
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Alternative emergency contact (name and address)		Telephone numbers	
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Who does the child normally live with?		Who has parental responsibility for the child?		Is there anyone who cannot have contact with the child?	
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Name and telephone number of Doctor's Surgery	
Please tell us of any medical requirements that we should be aware of. Please include details of any medication your child takes and whether they need to take them whilst at the club	
Please tell us of any dietary requirements, preferences or allergies that your child might have.	

We will not accept children into ACE without a completed form (annual).



ACE Parent Consent and Conditions Form

To enable your child to take part in club activities, please confirm that you consent to the following by ticking the boxes and signing to confirm. Many thanks.

- I hereby consent to the below named child attending sessions of the out of school club.
- I understand that children attending the club are not the responsibility of the club staff outside the published hours.
- I give my consent for club staff to administer first aid to my child if necessary.
- I give my consent for club staff to consent to any emergency medical treatment deemed necessary by medical practitioners, should the delay in gaining parental consent endanger my child's life.
- I give my consent for club staff to administer prescribed medication as required and detailed on the medication forms.
- I give my consent for my child to go on any planned outings. I understand that I will be notified about any outings before the event.
- I give my consent for my child's photograph to be taken and used:
 - on the school and Academy website
 - for publication in a local newspaper
 - recorded on digital video
 - for use in the club prospectus and other printed publications that are produced for promotional purposes
 - for display in the School
 - for use on the Academy Facebook page
- I give my permission for my child to be collected by another named adult providing I have notified the playleaders at the beginning of the session.
- I agree to pay £4 for each breakfast session and £8.50 for each after school session for every session my child is booked in. I understand that siblings receive 10% discount.
- I understand I will be invoiced weekly and will pay online via the school payment system. Charges will be made for cancelled sessions or illness unless one week's notice has been given. One week's notice must be given for termination of place.
- I understand that if I am late collecting my child, then ACE reserves the right to charge a discretionary late fee of £10.

Child's name _____ Date of Birth _____

Signed _____ Date _____

Name _____ Relationship to child _____