

STAR CLUB

Out of School Hours 2015/2016

E: afterschoolclub@y7mail.com

T - 0508793539

Managers Faith Ford & Kelly Currie

SEPTEMBER 2015

THE STAR CLUB FACILITY IS LOCATED IN THE SCHOOLS FOUNDATION BUILDING.

ORIENTATION DAY: TUESDAY 1ST SEPT 2015
 FIRST DAY OF SCHOOL: WEDNESDAY 2ND SEPT 2015
 ENROLMENTS: BEFORE AND UP TO ORIENTATION DAY
 START DATES: **FS 1 THURSDAY 10TH SEPT 2015**
FS 2 WED. 2ND SEPT '15 (NEW FS2 THUR. 3RD SEPT '15)
PRIMARY YEARS GRADES 1-6 WEDNESDAY 2ND SEPT 2015

It is advised that you **Enrol** your child **PRIOR** to Orientation Day as availability of positions are limited. You can do this by completing the attached enrolment Form.

Please email the completed form to: afterschoolclub@y7mail.com Management will confirm enrolment via email.

***It is recommended that you put our mobile number directly into your phone upon registration of your child**

*The Star Club is open to and welcomes all children from years: Foundation 1 to Year 6.

*The Star Club provides a safe, caring environment for your child at the end of their school day.

*The Staff will ensure that if your child is registered for an External or Internal Extra-Curricular Activity on the School premises. (eg .football, swim lessons, etc), they will be taken and collected from the completed activity, and brought back to The Star Club (This applies only to the child/ren enrolled in the club on the activity day)

Please note that full fees will apply even if the activity falls within the session timings.

***NB:** That if we are oversubscribed then the following Admission criteria will apply.

Admission Criteria:

1. Full time subscribers (5 days per week)	2. Working Parents
3. F1&2 Children with siblings in the upper grades	4. Part time subscribers

Fee Structure: NB: Monthly Fees are calculated on booked hours (SA,LA or P)	Timings Hours (or part there-of)	Fees (per session)	Description
Foundation Stage F1 & F2	Sun. - Thurs. 12:45 /1pm - 3.10pm	60Dhs	Short Afternoon (SA)
Foundation Stage F1&F2	Sun. - Wed. 12.45/1pm - 5pm	90Dhs	Long Afternoon (LA)
Primary (Year 1-Year 6)	Sun. – Wed 3pm – 5pm Thurs. 1.10pm – 3.30pm	55Dhs	Primary (P)
If you are late collecting your child from school your child will be brought to us and charged the hourly rate of 35dhs /hour . Charges start from the end of the school day (eg F1 & F2 12.45pm/1pm, Primary 3pm). The Parent/Carer will be contacted by the Admin. Department who, with The Star Club Management will determine fee rate. Collection of Child after 5pm will incur a charge of 50dhs per 10 minute increment.			Children can be booked in for "odd" occasions subject to the availability of spaces and charged at the hourly rate of 35dhs/hour

Please note that in order for your child to start using The Star Club facility, **FEES MUST BE PAID AT THE BEGINNING OF THE MONTH**. The fees should be paid monthly by the **7th of each month**, or the last working day before then. In addition a **2 week 'notice in writing' period is required if there is a change in day/s required**, such as; holidays during term, to increase/decrease days or to cease childcare in The Star Club.

Confirmation Note: An email, text or verbal communication confirming the number of day(s) and hours allocated to your child will be sent to you prior to commencement of care.

PLEASE NOTE THAT SCHOOL ANNOUNCED HOLIDAYS ARE NOT PAYABLE.

THE STAR CLUB ENROLMENT FORM

COMPLETE IN PRINT AND RETURN TO THE STAR CLUB

PLEASE INDICATE YOUR PREFERENCE OF DAY(S) AND HOURS OF CARE

Full Name of Child			Date Received (Office Use)
Parent name:		Child Grade	
Mobile		Class Colour	
Email		Teacher	
Proposed Starting Date (eg: 02/09/15)			Date of Birth:

Foundation Stage *PLEASE NOTE: If collection occurs after the nominated 3.10pm pickup time, then the Long Afternoon Fee will be charged accordingly.

F1 & F2	Timings (please tick preference)	
Day	S.A *(12:45pm / 1pm - 3.10pm) 60 DHS	L.A (12:45pm / 1pm – 5pm) 90 DHS
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday	Until 3.30pm	

Does your child have an older sibling in Horizon International School?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Primary Stage (Year 1 to Year 6):

Timings (Please tick preference)		
Day	3pm-4pm 35dhs	Sun. - Wed. 3pm-5pm 55dhs Thurs. 1.10pm-3.30pm 55dhs
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

The Star Club provides a healthy light Afternoon Snack at 3.30pm for those children who are booked in for the Foundation Long Afternoon and Primary Session.

N.B: A 2 week 'notice in writing' period is required if there is a change in day/s required, such as; holidays during term, increase/decrease of days or to cease childcare in the Star Club.

CHILD INFORMATION

First Name _____
Family Name _____
Age _____ Date of Birth: _____
Nationality _____
First Language _____
Religion _____
Siblings _____

Grade **F1 / F2** or **YEAR** _____
Teacher _____
Class Colour _____

FAMILY INFORMATION

Father's Name _____
Profession _____
Nationality _____

Mother's Name _____
Profession _____
Nationality _____

CONTACT INFORMATION

Telephone Numbers:

Father's Home _____
Father's Office _____
Mobile _____
Email _____
Home Address _____
P.O. Box Number _____

Mother's Home _____
Mother's Office _____
Mobile _____
Email _____

Emergency Contact: (Please complete if not listed above)

Name _____ Relationship _____ T: _____

AUTHORISED PERSON/S: TO COLLECT CHILD FROM STAR CLUB

(Other than persons listed above)

1. Name _____ T: _____ Relationship _____
2. Name _____ T: _____ Relationship _____
3. Name _____ T: _____ Relationship _____

If your child is to be picked up by a person not stated above please contact us on the Star Club mobile number.

HEALTH INFORMATION

*Does your child have any allergies? YES / NO

*Are there any health issues we need to know about? YES / NO

(If YES to either of the above a more detailed medical form requires completion)

*Can your child be administered **Paracetamol** if s/he develops a fever whilst in the care of Star Club? YES / NO

(Please note that paracetamol will only be administered if parental or emergency contact approval is given at time of fever)

GENERAL INFORMATION

*Will your child be catching the 1pm or 3pm school bus? YES / NO

*Do you anticipate your child doing **Extra-Curricular Activities** which commence at the end of the school day 12.45 / 1pm or 3pm onwards (eg; Ballet, Karate, Du gym, Swim lessons, Art Class, Music, Yoga etc.) whilst in our care? YES / NO

(If YES, please notify the management as soon as you have confirmation from the External and Internal club/s that your child has a position).

*Do we have authorisation to take photographs (to be displayed in our room) of your child whilst in our care? YES / NO

*The Star Club can only accept cash for payment of Fees which are given out at the beginning of each month.

N.B Any change in care requirements requires Two weeks notice in writing. In the absence of notice in writing fees will be charged as per registration.

***DISCIPLINE POLICY:** In the event of unacceptable behaviour involving your child whilst in care at Star Club, your child's school teacher will be notified and action will be taken accordingly by the School and the Star Club Management.

In Enrolling my child in the ' Star Club' I acknowledge and Agree to the above Information.

Date _____ Parent Name _____ Signature _____

Office Use: Received on _____ By: _____

Mobile: 050 8793539

PLEASE PUT THIS NUMBER IN YOUR PHONE UPON ENROLMENT

Email: afterschoolclub@y7mail.com