



**PARK HILL
JUNIOR
SCHOOL**

**Stanhope Road
Croydon
CR0 5NS
Tel: 020 8686 8623
Head Teacher: Mrs A. Pratt
www.phjs.co.uk**

Wednesday 17th April 2024

After School Club: September 2024 - July 2025

Dear Parents/Carers,

It's that time again where we will be retaking bookings for the next academic year. To ensure we do not go over our intake of **39 pupils per day**, places are offered on a first come first serve basis.

Once a session reaches capacity your child will be placed on a waiting list and you will be notified **once** a place becomes available. With regards to payment, this does not need to be made in advance for the year; however you **MUST** ensure your account is not in arrears by the end of each month. **If your account is in debt, you will be sent a reminder email, if after this reminder your account remains outstanding, your child will automatically lose their place and you will have to arrange alternative childcare until your balance is cleared.**

To ensure your child's place remains secure for the next academic year, your account must not be in arrears. Please check your account and clear any outstanding balance you may owe, if this is not cleared before **September**, unfortunately we will have no choice but to refuse your booking/s.

Please note: You **do not** need to book for Breakfast Club as this is a **pay as you go service**, if you are a new parent applying for this service, please complete the breakfast club form on our school website and send it back to the below email address. ***(Charges are applied daily)***

For removing charges due to absences (**After school club only**), this needs to be emailed to the below email address before **12pm** on the day of the session or before.

We now have our mobile phone up and running, so if you are running late for collection or have arranged someone else to collect, please call or text this number: [07776 491 528](tel:07776491528)

To maintain our records on file are up to date (dietary/medical needs), please complete the form attached and return to either the staff at the breakfast/after school club, or to the front office at Park Hill Junior School.

If you have any questions or would like to discuss any of the above, please contact me directly via email on extendeddayadmin@phjs.foliotrust.uk.

Kind Regards

Sabrina Bryan

Extended Day Admin Manager

For After School Club bookings- Please tick what day/days your child will be attending.

Your booking will be secured from 5th September 2024 - 21st July 2025

Please answer the questions below as fully as possible in **BLOCK CAPITALS**.

Child's Forename: _____

Child's Surname: _____

Relationship to Child: _____

Child's Class: _____

Parent 1 Forename: _____

Surname: _____

Relationship to Child: _____

Contact Number: _____

Relationship to Child: _____

Parent 2 Forename: _____

Surname: _____

Relationship to Child: _____

Contact Number: _____

Relationship to Child: _____

Emergency contact Forename: _____

Surname: _____

Relationship to Child: _____

Contact Number: _____

Relationship to Child: _____

Monday	Tuesday	Wednesday	Thursday	Friday

Dietary Needs:

Foods that must not be eaten for **MEDICAL OR RELIGIOUS** reasons?

Allergies: Does your child have any allergies? (e.g. Nuts/Fish)

GP Contact Details:

Name of Practice: _____

Address: _____

Telephone Number: _____

MEDICAL CONDITIONS:

Eczema

Asthma

Diabetes

Epilepsy

Haemophilia

Sickle Cell

Severe Allergies

Hearing problems

Visual impairment

Any other Medical Conditions or Mental Health Concerns that the school should know about?

DOES YOUR CHILD HAVE AN EPIPEN?

YES/NO

Parent/Carer signature. _____

Date: _____

