**Admission Form**

**Private & Confidential**

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| **SESSIONS REQUIED** *(This section is not required for holiday club – please fill out booking form.)* |
| **DAYS** | **A.M.****07:45 09:00** | **P.M.****15:20 17:50** | **Price List****Breakfast club**: £3.50**Afterschool**: £6.75 / £4.75 (concession for sibling)**Holiday full day**: £20.00 (£17.00 concession for sibling)**Holiday half day**: £11.00**Full Day**: 7:45am – 17:50pm**Half Day**: 7:45am – 12:45pm or 12:45pm – 17:50pm |
| **MONDAY** |  |  |
| **TUESDAY** |  |  |
| **WEDNESDAY** |  |  |
| **THURSDAY** |  |  |
| **FRIDAY** |  |  |
| **Date Starting:** |  |  |  |

**Services required: (please circle) Breakfast Club – After-school Club – Holiday Club**

**Email Address:**

**Child’s Details**

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| Child’s Full Name: |   Year: Class: |
| Date of Birth: |  |
| Gender: |  |
| School: |  |
| Ethnicity: |  |
| Religion (if any): |  |
| Languages Spoken: |  |
| Details of any Significant Health Issues (physical disabilities statement):  |  |
| Details of any Special Education Needs:  |  |
| Details of any Special Dietary Requirements; eg Allergies  |  |

**Parents/Carers Details**

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| Names of Parents/Carers: |  |
| Home Address: |  |
| Telephone Number: |  |
| Mobile Number: |  |
| Parents/Carers Daytime Telephone Number: |  |

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| Names of parents/Carers: |  |
| Home Address: |  |
| Telephone Number: |  |
| Mobile Number: |  |
| Parents/Carers Daytime Telephone Number: |  |

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| Other Emergency Contact Details:  |  |

**Name of Persons Authorised to collect your child in the event you are unavailable**

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| Full Name: |  |
| Contact Number: |  |
| Relationship: |  |
|  |  |
| Full Name: |  |
| Contact Number: |  |
| Relationship: |  |
|  |  |
| **Password**: |  |

**Doctors Details**

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| Doctors Name: |  |
| Surgery Name: |  |
| Doctors Address: |  |
| Telephone Number: |  |

If your child has any medical requirements, you **must** inform Dragon Club e.g. if the child has asthma, we **must** have an up to date inhaler. If we do not have the medical requirements this can lead to us suspending your child’s place until we receive all necessary medication or inhalers.

During hot conditions we ask that you apply sun-cream to your child before entering club. Also we do recommend that you supply us with a bottle of sun-cream for your child clearly labelled with name and date of birth.

I give permission for Dragon Club to take photographs during activities. I understand that these photographs may be used for display at school, on school website and also may be included on the Dragon Club social media pages. Yes/No

Do you consent for members of staff at the Dragon Club to apply face paints, temporary tattoos and nail varnish? Yes/No

**Safeguarding is paramount to the staff in Dragon Club and I ask that you take time to read these basic terms and conditions.**

**When the primary carer is unable to collect the child from Dragon Club and the alternative person to collect is not on the authorised persons list we do insist on you giving us written permission for a suitable person to collect the child. We will ask for a password and brief description of the person collecting the child.**

**Late or non-payment of fees will jeopardise your child’s continued attendance at the Dragon Club. Dragon Club is a service and we hold the right to refuse if payment is not up to date. You will be given one week’s notice to make payment when you are in arrears and if no payment is made, your allocation will be suspended.**

**If your child is not attending club, you must inform a member of staff at Dragon Club. You will be charged for the sessions you have booked.**

**Late collection of your child may result in a penalty fee of £5. You will then be charged an additional £5 for every thirty minutes you or the authorised person are late.**

**Not following instructions, poor behaviour, physical violence or bullying will lead to the child being excluded from club. We will be strict with this policy as every child has the right to play in a safe environment.**

I hereby give consent for my child to take up a place at the Dragon Club, according to the terms and conditions set out in its policies and procedures (that are available on the school website). I have understood the expectations and obligations relating to both myself and the club, and agree to abide by them.

I confirm that the information given above is correct, and I promise to contact the Dragon Club Management as soon as any of the details change.Signature of Parent/Carer:

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Date:

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If you have any questions or comments please get in touch with the Dragon Club Senior Staff

Tel: 0151 638 2149 or dragonclub@stgeorges.wirral.sch.uk

**Office Use Only**

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| Checked By: | Print Name: | Signature: |

**Behaviour Structure and Procedure**

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| **Gold Zone** |
| **I have made a fabulous effort today. I am VERY proud of my behaviour and conduct. I have made club a great place to be!**I have made a significant contribution to Dragon ClubI am proud of my play. |
| **Receive a prize from your golden zone prize box to celebrate your efforts in club this week. Well done!** |

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| **Blue Zone** |
| **I have made a positive contribution to Dragon Club.**I have made a positive contribution to Dragon Club. I am proud of my efforts and behaviour.I am proud of my attitude to play. I am helping my friends to play. |
| **Receive a blue sticker to let everybody know that you have made a positive contribution to Dragon Club and been a good team player today.** |

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| **Green Zone** |
| **I am focused on having a good day in Dragon Club.**I am being a responsible person and helping Dragon Club to be a good place to be and play.I am focused on being a responsive person who follows Dragon Club Rules. |
| **Leave Dragon Club happy because you have been a good team player today.** |

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| **Yellow Zone**  |
| **I need to remember what good team players do!**I need to think about playing in a safe way.I need to ensure that I respect my friend’s right to play.I need to reflect on what I can do to improve my behaviour.I need to remind myself of Dragon Club Rules and Respect.**I have lost 5 minutes of my play-time** |
| **Loss of 5 mins play or lunchtime to reflect on how I am going to improve.** |

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| **Orange Zone** |
| **I need to improve my behaviours for playing.**I need to respect Dragon Club rules. I have a responsibility to myself and my friends.I need to reflect on my behaviours and how they affect playing with my friends.I know that the most important person for improving today is me! **I have lost 15 minutes of play. Letter will go home to my parents or carer.** |
| **Loss of 15 mins of play or to reflect on how I am going to improve.** **Parents contacted.** |

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| **Red Zone** |
| **I have lost my right to play with my friends.**I need to ensure that I change my attitude and behaviour to be part of Dragon Club.I need to ensure that I respect the rights of the children and staff in Dragon Club to;**Be safe****Be happy in Dragon Club****Be respected at all times** |
| **I may lose my right to be in Dragon Club** |

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| **Yellow Zone** |
| **Type of Behaviour** | **Reason for sanction being enforced** | **Sanction** | **Strategy** | **Who is responsible?** |
| **Low level disruptive behaviour such as:** |  |  |  |  |
| Not walking sensibly through school when collected. | Not respecting instructions from staff | Loss of 5 mins play. | Sit quietly for 5mins to reflect on behaviour.  | Playcare Worker |
| Disrupting other children’s play | Not respecting children’s right to play | Removal to another zone and loss of 5 mins play | Removal to another zone until they improve.Reflection task. Explaining what they need to do to improve  | Playcare Worker |
| Not following instructions | Not respecting the adult in Club. | Loss of 5 mins play. | Reflection task. Explaining what they need to do to improve  | Playcare Worker |
| Calling children unpleasant names | Not respecting children/adults right to respect and be happy. | Removal to another zone and loss of 5 mins play. | Remove from other children (have to protect their right to be safe and happy) for the remainder of the lesson. | Playcare Worker |
| Once the sanction and strategy has been followed, children should move back to the Green Zone once they have shown that their behaviour has improved or by the beginning of the next session, so children can rectify their behaviour and start afresh. Children should be caught doing the right thing, praised and moved up the zones accordingly.  |

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|  **Orange Zone** |
| **Type of Behaviour** | **Reason for sanction being enforced** | **Sanction** | **Strategy** | **Who is responsible?** |
| **Significant disruption** |  |  |  |  |
| No improvement in behaviour despite being in the yellow zone. Repeated poor behaviour. | Not respecting children’s rights to play. | Loss of 15mins of play. Child is given the opportunity to start afresh and improve their behaviour by moving back into green after reflection time.  Letter home if child does not move **beyond** green on the Zones by the end of the session. | Manage behaviour and ensure that sanctions are followed.  During this time the children must be reflecting on what they did, why, what they could have done differently and how they will put it right. At an appropriate time, playcare worker to discuss behaviour with the child and how they can improve. Discussion should focus on impact and consequences of their behaviour on others.  | Playcare Worker |
| Refusal/non compliance when an instruction is given. | Not respecting school rules and adults in school. | Playcare Worker |
| Being aggressive with other children (without causing harm). | Not respecting children’s rights to be safe and happy in club. | Playcare Worker |
| Causing significant disruption to a session. | Not respecting children’s rights to play. | Playcare Worker |
| Emphasis on orange zone is to ensure that children’s behaviour improves. This is a serious warning with an immediate sanction (Loss of 15 minutes play). We are then focusing on what we need to improve and catching pupils making right choices. Child must know that they have the option to move out of the orange zone and back into the green zone. If a child does not improve their behaviour beyond green zone by the end of the day, an orange zone letter to be issued to parents.If orange zones persist, or a child is repeatedly in the orange zone for this level of behaviour then the playcare worker should approach their unit lead for support, once they have completed the steps in the behaviour flow chart. |

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| **Red Zone** |
| **Type of Behaviour** | **Reason for sanction being enforced** | **Sanction** | **Strategy** | **Who is responsible?** |
| **Serious disruption that affects safe play, puts children and adults at risk of harm.** |  |  |  |  |
| No improvement in behaviour despite being in the orange zone. Repeated disruptive behaviour that cannot be tolerated. | Not respecting Dragon Club and children’s rights to play. | Could result in internal exclusion or an external exclusion.Letter home and parents invited in for a meeting with manager and/or deputy manager. | Remove from the play space.Refer immediately to a senior member of staffParents contacted to arrange a collection. | **Unit Lead**Dealt with by a senior member of staff. If urgent referred directly to SLT |
| Hurting other children by either hitting or hurting them (including use of homophobic language, racist language or inappropriate use of social media/internet). | Not respecting children’s right to be safe. | Remove from the play space.Refer immediately to a senior member of staffParents contacted to arrange a collection. | **Unit Lead**Dealt with by a senior member of staff. If urgent referred directly to SLT |
| Unnacceptable conduct towards a member of staff. | Not respecting adults in school. | Remove from the play space.Refer immediately to a senior member of staffParents contacted to arrange a collection. | **Unit Lead**Dealt with by a senior member of staff. If urgent referred directly to SLT |
| If the Unit Lead feels that the issue is serious it will be referred to the deputy or head teacher. Unit Leads can enforce internal exclusions. Parents must meet with a senior leader if a red zone letter is issued.  |