

CE Centre ♦ Allander Rd ♦ Milngavie ♦ G62 8PN
Main office 0141 563 9573
Time-Out Club is a Company Limited by Guarantee No 161576



Applications Procedure

Applications for before and after school will be dealt with as follows:

On receipt of an application our admissions administrator will make contact within a two week period unless it is an emergency admission, in which case it will be fast-tracked.

Applicants will then receive a phone call, letter or email offering a place and we will ask for confirmation of acceptance of the place. Places are allocated based on the following principles: Priority is given to one parent families/ Students/ Siblings, thereafter the length of time on the waiting list applies.

Our admissions administrator will arrange a visit for the child and staff to meet at the designated project. This is always prior to the child starting.

During the visit, a start date will then be arranged with the supervisor of the project and settling in period if the parents/staff feel it is necessary

No child will be dropped off or be picked up from school unless staff have previously met the child in the authorised procedure.

You can return your form by post or email.

Postal address **Applications**
Time-Out Club
CE Centre
Allander Rd
Milngavie
G62 8PN

Email address **timeout.club@ntlbusiness.com**

Our equal opportunities policy applies to all admissions and applications.

Parents/guardians may request an application form by phone, email or download from our website. Alternatively, application forms can be accessed from our head office at the CE Centre

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Application for (please circle)

Milngavie (CE Centre) / St Joseph's / Castlehill / Clober

Breakfast Club / After School Care / Full Day Care

Child's Name _____ D.O.B / /
Address _____ Postcode _____

Home telephone _____ Email _____
School _____ Class _____ Finishing time _____

Mother's name _____
Mother's Work Address _____
Work telephone _____ Mobile _____

Father's name _____
Father's work address _____
Work telephone _____ Mobile _____

Local Contact name _____
Address _____
Telephone _____

Doctor's name & address _____
Surgery tel no. _____

Allergies/intolerances/medical requirements _____

Special Dietary requirements _____

Are there any other professionals involved with your child?

P.T.O

Days Requested (please circle)

Start date / / .

Breakfast Club	Monday	Tuesday	Wednesday	Thursday	Friday
After School	Monday	Tuesday	Wednesday	Thursday	Friday

Please tick as appropriate

Single adult household/ student(please state) Proof may be required	
Two adult household / student (please state) (Includes partners)	
Other (please specify)	

I/We agree to accept a placement for my child at the Time-Out Club and accept the conditions of giving one month's notice when my child is leaving or one month's fees in lieu. (Payment by standing order only) I understand that any absences are to be paid for.

In addition to the above I give my consent to allow my child to participate in any outdoor activities and any physical activities, receive emergency first aid and visit dental hospital in the case of any emergency. All information above is correct according to my current situation and realise that any changes must be up dated immediately (failure to advise could breach any placement)

I/We understand that Time-out is a not for profit company which has charitable status, run by a voluntary Board of Directors who are parents who utilise Time-Out club.

Time-out club reserves the right to withdraw a place in terms of the exclusion/ withdrawal policy as set out in the parent handbook.

Signed _____ Date _____

Ack	
Offered	
Start date	

Milngavie Project
C.E.Centre
Allander Road
Milngavie G62 8PN
Mobile 07976-294-474

Castlehill Project
Castlehill Primary School
Rosslyn Road
Bearsden G61 4DL
Phone 0141 563 7775

St Joseph's Project
St Joseph's School Hut
North Campbell Ave
Milngavie G62 7AA
Mobile 07976-378-262

Clober Project
Clober Primary School
Kirk Street
Milngavie G62 7PN
Mobile 07900 313207