

Breakfast and Afterschool Club Registration Form

Welcome

We would like to welcome you to our Clubs. The Clubs are owned and managed by Janine Deans and Joanne Pritchard. We have over 25 years experience in the childcare field. We provide a very high standard of care and are regulated and inspected by Ofsted.

We believe that every child is unique and should be treated equally regardless of their gender, race, religion or disability. We promise to offer your child a safe, stimulating, enabling environment where they can thrive and reach their full potential.

Breakfast and Afterschool Club is available for school aged children from Nursery to Year 6.

Opening times

Breakfast/Afterschool Club will be open Monday – Friday 7.45am -8.45am and 3.15pm-5.45pm during school term periods only. Any child who is collected later than 5.45pm will incur a late payment fee of £30.00 and £30.00 for every half hour after 5.45pm.

This service is NOT open access. Children must be collected by a responsible adult.

What you need to provide for your child

- Waterproof jacket/footwear and cold weather clothing
- Sun cream/hat in the hot weather

Healthy snacks and drinks are provided in the afternoon session. All items should be labelled with your child's full name. Please discourage children from bringing their own toys in unless requested by staff as we do not accept liability for any goods damaged or lost when brought on to our premises.

Fees

- Fees are £5 for breakfast club per child per day.
- Fees are £9.00 for Afterschool collection per child per day.
- **2 weeks fees must be paid in advance of your child's start date.**
- All fees must be paid in advance of your child's stay at the beginning of each week. **If payment is not made your child will not be collected from school.**

- Once your place has been reserved, in the event that your child is absent from the club, fees **must still be paid**.
- **Should you wish to cancel your child's days or leave our clubs, 4 weeks written notice MUST be given. We will not include half terms as notice period, as we do not operate during these times. All payment will still be required until your 4 weeks' notice period has expired.**

Payment can be made via cash, cheque or BACS. Account details upon request.

We hope that your child will be happy at our clubs. Anything you wish to discuss concerning your child's stay can be discussed in confidence with the Managers.

If you require any further information please contact Janine or Joanne on 07796834146 / 07793436282 or 0151 345 5155.

Please state the days that you wish to book for your child. **Once booked these sessions must still be paid for even if your child is absent.**

BANK DETAILS:

Barclays bank

Account name: Community Family Services Ltd

Account: 43630447

Sort code: 20-50-82

Breakfast Club

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Afterschool Club

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Child's year and class teacher.....

I have read and understood these notes and rules and agree to abide by their requirements.

Signed.....

Parent/Guardian of.....

Date.....

Registration Form

Child's Full Name	
Child likes to be known as	
Date of Birth	
Gender	
Home Address (inc postcode)	
Hair colour	
Eye colour	
Religion	
Ethnic Origin	
Nationality	
Home Language	
Details of disability /special needs	
Immunisations up to date? Inc Preschool booster?	
Allergies –Cause, reaction and treatment	
Medical conditions	
Dietary requirements	
Name/address/telephone of child's Doctor Registered Dentist	

Does your child have a Social Worker?	
Name/address/telephone of child's Social Worker	
Name of teacher and class	
Parent / Carers name	
Home Address (inc postcode)	
Home telephone number	
Mobile	
Work address and Contact number	
Who has parental responsibility for the child?	
Who has legal access to the child?	
Adults names who may collect the child	
Emergency Contact Name	
Relationship to child	
Telephone Number	
Who will normally collect the child	
Password (additional security feature for collecting your child)	
Consent for emergency medical treatment	Signed:
Consent for PG films/media	Signed:
Consent for photographs	Signed:
Consent for sun cream to be applied	Signed:

<p>Additional information to make your child more comfortable</p>	
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I have read and understood these notes and rules and agree to abide by their requirements.

Signed.....Date.....

Parent/Guardian of.....

Breakfast and Afterschool Club Information Booklet

Thank you for choosing our club to care for your child.

In the first instance, you must apply for a place by completing our registration form. You can do this online via email or call in to the club for a form. You will not be able to access the clubs until this is completed and you receive confirmation of your child's place.

We are registered and inspected by Ofsted. Some families may be able to help claim back some of the costs by using our Ofsted number.

Breakfast and Afterschool Club information

Hours

We open our doors at 7.45am. In line with our insurance, children are not allowed on the premises before this. You can come in anytime up to 8.30am when the doors will close and breakfast ends. If you come after this time you will not be permitted entry.

Staff will escort the children to their classes when school starts.

Staffing

We may employ some staff from within the school. Children will see lots of familiar faces during breakfast and afterschool clubs. We have good strong links with school and the passing on of messages for working parents who rarely get to see their child's class teacher. We operate on a ratio of 1:8 for early years children and 1:10 for older children. In line with Ofsted guidance we employ a Manager with Early Years training and Designated Safeguarding training. All staff have an enhanced DBS check, first aid, safeguarding and food hygiene certificates.

Food/drink

We will offer a nutritious breakfast in the morning and snack in the afternoon. Please ensure when completing your registration form you alert staff to any allergies your child may have. If your child does have an allergy, please fill in the medication and treatment section on your form so staff would know what to administer should an allergic reaction occur.

Bookings

You can book any day you need or a full week. You must book your sessions and pay for them in advance of your child's stay. It is **4 weeks written notice** to swap, drop or change your days. Payments will still accrue until written notice is received. Bookings can be taken in

person at the club, telephone or email. Once booked your place will continue from term to term, until you tell us to stop.

Payments

If you pay weekly - the week ahead must be paid for or if you pay monthly - the full month payment will be due before you start. You may pay via online bank transfer, tax free system or childcare vouchers.

Failure to pay or continued missed payments will result in the loss of your child's place. We will endeavour to claim back any outstanding fees through a debt collection agency which may affect your future credit rating.

Bank details:

Account name: Community Family Services Ltd

Account number: 43630447

Sort code: 20-50-82

*Please use your child's name as a reference.

Breakfast and Afterschool Club Terms and Conditions

1. Time and location

1.1 Breakfast and Afterschool club will run daily, term time on school premises.

1.2 For Greenbank Primary School pupils only.

1.3 Sessions run from 7.45am - 8.50am and 3.15pm-5.45pm

2. Charges and booking

2.1 Charge for breakfast club is £5.00 per session.

2.2 Charge for Afterschool club is £9.00 per session.

2.3 A regular place must be booked and paid for in advance.

2.4 Payment is still required if your child should be absent from school.

2.5 4 weeks written notice is needed to swap, drop or change days.

2.6 Payment must be made in advance.

3. Emergency attendance

3.1 We do have some space for emergency places on occasion but it is not guaranteed and payment will be due on collection of your child.

3.2 Emergency places must be confirmed through the manager before your child attends that day.

4. Breakfast

4.1 Children will be offered at least two food options plus a drink every day.

4.2 Breakfast options will typically include a selection from the following -

- Cereal and milk
- Toast (white or wholemeal with butter or jam)
- Crumpet or pastry item
- Yoghurt
- Fresh fruit
- Milk or water

4.3 Afterschool options will typically include a selection from the following -

- Sandwich or toastie (ham or cheese)
- Beans on toast
- Soup and bread
- Crackers and cheese
- Fresh fruit
- Biscuit
- Cold drink (milk or water)

4.4 Children will be able to choose from the choices available

4.5 A packed breakfast will only be allowed in the case of a specific dietary requirement that prevents them from eating anything from the list above. This will be agreed in advance with the Manager.

5. Activities

5.1 A range of activities will be available during both clubs, for example:

- Quiet corner/reading
- Arts and craft
- Dressing up
- Cookery
- Games and puzzles
- Lego
- Access to Ipads (no internet access)
- Outdoor activities

6. Behaviour and code of conduct

6.1 Children will be expected to adhere to the school and club rules.

6.2 We reserve the right to withdraw a place if behaviour is not acceptable.

6.3 All school policies and procedures apply to our clubs

7. First Aid and medical

7.1 A first aid trained member of staff will be at every session.

7.2 The majority of our staff hold paediatric first aid certificates.

7.3 If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.

7.4 Any suspected cases of Covid19, PPE will be worn by staff who await collection of the child in an isolation room.

7.5 Children who require medication such as an inhaler or epipen will need an additional set of medication to be left at the club.

7.6 A medication form will need to be completed and signed before the child's stay.

8. Contacting the club

8.1 There will be a mobile telephone if parents need to make contact with staff during the session. Do not call the school office. The telephone number is on your registration pack.

8.2 The mobile phone does not have a camera attached.

9. Drop off/collection

9.1 Children must be dropped off at the entrance door to the hall.

- 9.2 Parents cannot come in to the hall and must maintain a safe distance while waiting outside in line with our safety regulations.
- 9.3 When attending Afterschool, teachers will bring the children to the hall in the club.
- 9.4 At least 2 different working numbers must be provided as a contact for any child attending the club in case of an emergency.
- 9.5 Children **must** be collected by 545pm.
- 9.6 A fine of £30.00 will be charged to any parent arriving late to the Afterschool Club.
- 9.7 Continued late arrival will result in the loss of your child's place.

We/I have read and fully understand the terms and conditions. We/I agree to the following terms and conditions set out as listed in this booklet.

Parent of

Signed

Date

Breakfast and Afterschool Club Terms and Conditions

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Parent of.....

Signed.....

Date.....