

Dear Parents,

Please find enclosed the following forms for you to complete and return to school:

- 📎 registration form
- 📎 medical information
- 📎 session requirements
- 📎 policy
- 📎 admission criteria

Due to the high demand it has become obvious that management at an hourly rate will be difficult. We therefore intend to charge a session fee, at a reasonable cost of £3.00 per morning and £6.00 per evening, including a healthy breakfast and a healthy snack served at 4.30pm.

The morning session will run from 7:45am – 8:45am, however children may be dropped off at any time, last breakfast will be served at 8:30am.

The evening session will run from 3.15pm – 6.00pm, however children may be collected at any time.

Please contact us if you have any further queries.

Yours sincerely

C Bather
Extended Service Supervisor

Guidance for Completing the Care and Learning Club Registration

May I draw your attention to item 10 of the form which is a requirement of the 1989 Children Act. The school needs to be aware of those with parental responsibility in respect of each child. The information is needed in the interest of your child's safety whilst at school; we need to know who can be allowed access to your child and with whom information regarding your child's welfare and education progress can be discussed.

In law, the following people have 'parental responsibility', as defined in the 1989 Children act:

1. All natural mothers, except where the child is subsequently adopted.
2. All natural fathers if they are married to the child's mother at the time of birth or subsequently.
3. Natural fathers who are not married to the child's mother may obtain responsibility by:
 - a) Court Order
 - b) Formal agreement, lodged at court
 - c) Residence
4. Adoptive parents.
5. Person with parental responsibility / appointed by will or agreement.
6. All persons holding a Residence Order.

Benedict Biscop CE Primary Care and Learning Club Registration Form

NB. Please complete this form in full. If you feel a question does not apply please put a line through it and write N/A.

One form per child.

Child's full name _____

Child's preferred name _____

Date of birth _____ Male/female (delete as appropriate)

Address _____

Post code _____ Tel.No. _____

Ethnicity _____ Language spoken at home _____ Religion _____

Please provide a password to protect your child _____

This may be used when collecting your child or requesting information over the phone.

Parents/Carers information

Persons with parental responsibility as determined on front sheet

(1) _____

(2) _____

Address _____

Address _____

Post code _____

Post code _____

Tel. No. _____

Tel. No. _____

Day/hours worked _____

Day/hours worked _____

Please list other children residing at the child's address

Name _____ Age _____ Relationship to child _____

Name _____ Age _____ Relationship to child _____

Name _____ Age _____ Relationship to child _____

Please list other adult's residing at the child's address

Name _____ Age _____ Relationship to child _____

Name _____ Age _____ Relationship to child _____

Emergency Contact Details

Name _____

Name _____

Address _____

Address _____

Post code _____

Post code _____

Tel. No. _____

Tel. No. _____

Relationship to child _____

Relationship to child _____

Please give names of ADULTS (other than parents) designated to collect your child from the club

Name _____

Relationship to child _____

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide them.

I understand that persistent late or non-payment of fees will jeopardize my child's continued attendance to the Club.

I confirm that the information given is correct, and I promise to contact the manager as soon as any of the details change.

Signature of Parent / Carer _____

Date _____

If you have any questions please contact the Manager on, 01915535977.

I have read and understood the enclosed policies and accept a place at Benedict Biscop Care and Learning Club subject to the conditions outlined. I give permission for my child to participate in visits off the premises once I have been fully informed. I authorise members of staff to approve any medical treatment for my child as I s considered necessary in an emergency and/or upon the advice of a qualified doctor. I agree to abide by the payment arrangements made with Benedict Biscop Care and Learning Club and I understand that an additional fee will be charged for late payments or cheques/direct debits returned by my bank. I understand that it is my responsibility to inform Benedict Biscop Care and Learning Club of any changes to the information on these forms.

Print name _____

Sign Name _____ Date _____

(Please delete as appropriate Mother/Father/Carer i.e. person with parental responsibility)

Your Child's Medical Information

Doctor's name _____ Tel. No _____

Address _____

Is your child currently under medical supervision? If YES please give details. YES / NO

Is there any medical information of which we should be aware (ie does your child suffer from epilepsy, asthma. Do they wear hearing aids, sight aids)?

If your child is required to take any medication whilst attending out of school club, please give relevant information below.

Please list your child's immunisation history (please give as much detail as possible).

Is there any other information that we should be made aware of ie dietary requirements, food allergies, fears, unusual habits, important religious beliefs.

Do you consent for members of staff at the Club to apply sun cream to your child in hot conditions?

Yes No

Benedict Biscop C of E Primary School

Care and Learning Club Admission Criteria

Admission to the Club –

Children will be admitted to the Care and Learning Club giving the preference in the following order:

- Ⓢ Children who will attend for 5 sessions on a weekly basis
- Ⓢ Sibling links

- Ⓢ Children who will attend for 4 sessions on a weekly basis
- Ⓢ Sibling links

- Ⓢ Children who will attend for 3 sessions on a weekly basis
- Ⓢ Sibling links

- Ⓢ Children who will attend for 2 sessions on a weekly basis
- Ⓢ Sibling links

- Ⓢ Children who will attend for 1 session on a weekly basis
- Ⓢ Sibling links

- Ⓢ Casual places – requests for flexible places on an irregular basis

Policy and Procedures

Children will be allocated a place following the admission criteria.
Only fully completed applications will be accepted.

Parents are required to pay on a Monday, the full weekly amount to a member of the Club staff or the School Administrator. **This money must not be included with any other money.**

All children will enter the Club by the door at the front of the school, main entrance – [parking would be more convenient at the front of the school]. There are no exceptions to this rule.

This door is locked with a bell and will only be opened to persons that members of staff are familiar with.

All children must be accompanied to the school building by a parent/carer and signed in or out by an adult or person over 16 years of age.

Coats and bags can be left in the designated area. Children will not have access to their normal classrooms during Club times.

The Breakfast Club will open at 7:45am until 8:45am when children will be taken to their classrooms. Children may arrive at any time between these times. Last breakfast is served at 8:30am.

The Out of School Club will be open from 3.15pm until 6.00pm. Children can be collected at any time between these times.

FUN FOOD FRIDAY will be open from 3:15pm until 5:30pm. At this point parents are invited into the setting to taste any foods which have been made, The club is open until 6:00pm for parents to taste foods.

Illness

If a child is ill then payment will not be refunded unless 24 hours notice is given to the Club supervisor – telephone messages will be accepted on the answering machine.

(01915535977)

NO REFUNDS WILL BE MADE FOR ILLNESS ON FRIDAY SESSIONS

Any other reason

A refund will not be given unless 24 hours notice is given to the Out of School Club supervisor – as above.

NO REFUNDS WILL BE MADE FOR CANCELLATION FRIDAY SESSIONS

Holidays

NO REFUND can be made for absence due to holidays during Term time.

Any change in circumstance will need to be notified to the Club Supervisor immediately. Parents/carers will be required to give one weeks notice if a place is no longer needed.

Parents/carers who do not follow the above payment system will be asked to remove their child from the Out of School Club and the places reallocated to another child.

Benedict Biscop Care and Learning Club

Please indicated the sessions required below

Breakfast Club

Monday

Tuesday

Wednesday

Thursday

Friday

Casual place

After School Club

Monday

Tuesday

Wednesday

Thursday

Fun Food Friday

Casual place

Required start date _____

Child's Name _____ Year _____

Signed _____ Date _____

(Please delete as appropriate Mother/ Father/ Carer ie person with parental responsibility)