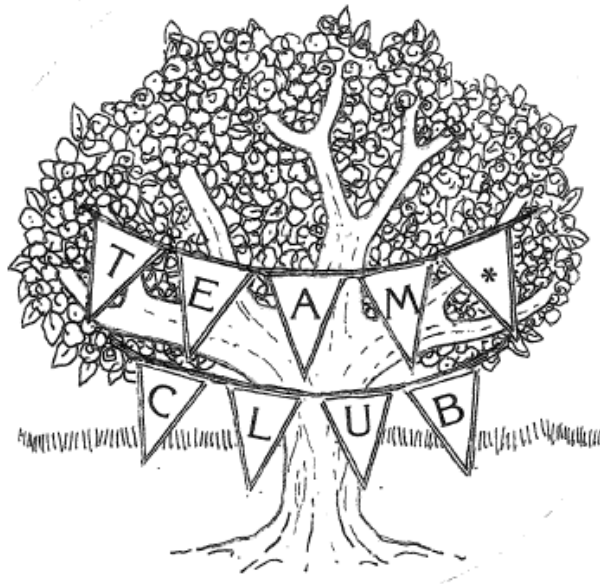




Harwood Meadows CP School

Out of School Club



Registration Form

Name of Child:.....

PLEASE TICK THE DAYS AND TIMES YOU WOULD LIKE YOUR CHILD TO ATTEND CLUB	BREAKFAST	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Tick if EYFS child

Password to collect child:

Date of Registration:

Child's Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:		First Language:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details overleaf.)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements/food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

TERMS AND CONDITIONS

Admission

Our club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. Emergency admissions will be at the discretion of the Manager. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

Sessions must be paid and booked for on the Scopay booking system. Sessions must be booked 24hrs in advance and your account must be in credit to book sessions. We will also accept cash or childcare vouchers.

The price per session per child applies to all children. This is payable for all booked sessions which are not cancelled 24hrs in advance.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Following a review of Out of School club procedures in 2023, it has become apparent that a number of children are not being booked into club via the ScoPay booking system, instead being brought to club on the day. This has a detrimental impact on staffing and provisions for the children attending club. Therefore, from September 2023, the Governing board will be bringing in a late booking charge for children who are booked into club less than 24hrs in advance.

The late booking charge will be £5.00 **in addition to the usual fee** for either breakfast or afternoon club, e.g. late breakfast booking = £11.50 and late afternoon booking = £15.00. **Bookings made less than 24hrs in advance will not be subject to any discount codes.**

Changes to days and cancelling your place

You must use the online booking system to amend or cancel bookings within 24 hours.

Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Induction

You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session, time will be set aside for an induction. The induction will include running through club's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

See our **Child Induction Policy** for more details.

Arrivals and departures

You must accompany your child to breakfast club so that you can sign them in, please do not drop them on the school premises to make their own way to club. This is to ensure the safety of your child.

Our staff collect children from Foundation Stage and KS1 and escort them to the club. Children in KS2 are able to make their own way to the community room. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

See our **Arrivals and Departures Policy** for more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after the club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Equal opportunities

Our club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

I confirm that I have read, and agree to, the Team Club Terms and Conditions set out above:

Signature of Parent/Carer

Date:
