

**The Federation of Spixworth Schools Before and After School Club
Booking Form**



Before and After School Club Leaders: Miss Tranfield and Mrs Rust **Club Workers:** Miss Mcleod and Ms O'Connor

Telephone: 07342 163638 **e-mail:** office@spixworth.norfolk.sch.uk

Child's personal details:

Child's name:

Details of persons authorised to collect child or who can be contacted in an emergency

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

A phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. We may ask for proof of identity.

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you **MUST** discuss this with the school office prior to the collection. The school will use their discretion as to whether the welfare of the child may be put at risk.

Signed: Parent/carer:**Date:**

<p>Medical Details</p> <p>Name and Address of doctor:</p> <p>Telephone number:</p>	<p>Known medical conditions, allergies, special dietary and health needs: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Give details:</p>
<p>Details of any medication being used (include name, dosage, reason for use, regularity of use):</p>	
<p>Any other relevant medical information we should be aware of?</p>	

I will inform the Leader of the Before and After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed: Parent/carer: **Date:**

Arrangements in the case of sickness and/or any emergency: Our Before and After School Club does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent for the Before and After School Club taking such action in your absence:

<p>I (<i>print name</i>) give my consent to The Federation of Spixworth Shools Before and After School Club administering basic first aid (of which a written record will be kept).</p>
<p>Signature of parent/carer:</p>
<p>Date:</p>
<p>I (<i>print name</i>) give my consent to The Federation of Spixworth Shools Before and After School Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.</p>
<p>Signature of parent/carer:</p>
<p>Date:.....</p>

Fees at The Before and After School Club

The cost of each session will be:

Before School (breakfast) Club: £6 (breakfast included)

After School Club : £8 (after school snack provided)

You can book weekly or termly, bookings are payable in advance and should be made via School Money. Bookings must be made by the Thursday of the week before the session is required.

Short notice bookings will be accepted where staffing ratios allow. These bookings must be made by calling the school office during office hours or the club leader's mobile if after office hours.

We will not accept money paid in cash, all payments should be made through School Money.

2 weeks notice is required should you no longer require your place at The Federation of Spixworth Shools Before and After School Club or the number of sessions the child attends is to be reduced, fees will still be charged during this notice period.

In the event of absence without 2 weeks notice, payment of the full session is required.

A child's continued place at The Federation of Spixworth Shools Before and After School Club is dependent on continued payment of fees.

Terms and Conditions

- All bookings must be made and paid for in advance We will accept short notice bookings wherever possible (where staffing ratios allow). These must be booked by calling the school office during office hours or the club leaders mobile out of office hours. Refunds will not be given for non-attendance once a booking has been made unless a minimum of two weeks' notice is given
- It is the parents/carers responsibility to check bookings are correct
- I understand that persistent late or non-payment of fees may jeopardise my child's place
- If my child is not collected at 6pm, I will pay a charge of £10 per 15 minutes to cover the costs of the two staff who are legally required to stay.
- Staff cannot be held responsible for any lost or stolen items
- Only medication prescribed by a doctor will be administered by the staff and we must have the written permission of the parent/carer
- I understand that should there be any incidents at the before or after school club involving my child, I will be informed of the situation
- There may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy
- I agree to notify the club via the school office of any changes in telephone numbers and contact details, or any other information
- I am happy to receive club information via email
- All children are expected to behave appropriately at the club. Parents will be informed if their child's behaviour is inappropriate. The Federation of Spixworth Shools Before and After School Club will follow the Federation's behaviour management policy
- If your child attends part of a session, the full amount for Before and After School Club will still be payable
- If the school is closed for any reason e.g. non-pupil day/snow day, the before and after school clubs will not run
- All Federation policies apply to the before and after school club. Details of these are available on the website
- It is our policy that everyone who attends, works in or visits The Federation of Spixworth Shools Before and After School Club has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

Agreement between parent(s)/carer(s) The Federation of Spixworth Shools Before and After School Club:

I understand that by completing and signing this contract and registration form:

- I agree to meet the terms and conditions of The Federation of Spixworth Shools Before and After School Club.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the before and after school club immediately if I am informed that he/she is unwell.
- I agree not to send my child to The Federation of Spixworth Shools Before and After School Club if he/she is unwell.
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Name of parent/carers 1:.....

Signature of parent/carersDate:.....

Name of parent/carers 2

Signature of parent/carers.....Date:.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for The Federation of Spixworth Shools.