

**Christ Church Primary School Before and After School Club
Contract and Registration Form**

e-mail: wraparound@christchurchsandwell.org

Child's personal details:

Child's name:	Date of Birth:	Gender:
Preferred language:	Ethnicity:	Religion:
Home address:	Postcode:	
Password for collection:		

People likely to collect your child

	Person 1	Person 2	Person 3
Full names:			
Relationship to child:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			
Parental/legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No	Delete as appropriate Yes / No

Proof of identity, 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.

A password is also required.

We require that persons 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 prior to collection. Management 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>Postcode:</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:</p>
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Any other relevant information we should be aware of?

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I undertake to inform the school 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 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 to Christ Church CofE Before and After School Club taking such action in your absence:

<p>I (<i>print name</i>) give my consent to Christ Church CofE 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 Christ Church CofE 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>

Photographs and videos:

The issue of child safety is taken very seriously at Christ Church CofE Primary. This includes the use of images of pupils. These may be used for display/training purposes within the school. However, we have a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to Christ Church CofE Before and After School Club taking and using photographs and images of their children whilst completing activities. Any use of pupil images at the Out of School Club is underpinned by the safeguarding policy.

We will never include the full name of the pupil alongside an image.

- We/I give permission for my child to be photographed
- We/I give permission for my child to be videoed.

Name of child:

Name of parent /carer:

Signed: Parent/carers:**Date:**

Fees at The Before and After School Club

The cost of each session will be:

Before School (breakfast) Club: £5 per session from 7.30am (breakfast included)

After School Club session: til 4.00pm - £4.00 no food provided

Til 5.00pm - £8.00 (light snack/tea provided) - £7.00 for siblings

Til 6.00pm - £12.00 (light snack/tea provided) - £11.00 for siblings

In order to forecast numbers and plan staffing ratios carefully, a minimum of a **week's notice** is required for **extra** attendance at the Before and After School Club.

Regular monthly fees will need to be paid in advance each month via Parent Pay. 4 weeks of notice is required should you no longer require your place at 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. All payments need to be received by the **first day** of the forthcoming month to ensure attendance at the Out of School club.

In the event of absence without notice or illness, occasional days off and parental holidays payment of the full session is required. You will not be charged if the school shuts.

A child's continued place at Before and After School Club at dependent on continued payment of fees.

Registration (name of child).....

to start on (date):

for number of sessions/days per week.

Operational hours: These are during school term dates only at Christ Church CofE Primary School

Evening session:	Mon	Tues	Wed	Thurs	Fri
7.30am- Start of the school day					
From end of the school day – 4.00p.m					
From end of the school day – 5.00p.m					
From end of the school day – 6.00p.m					

Weekly fees are:

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

Signed: **Christ Church CofE Primary School**

Date :.....

Please note that:

- Christ Church CofE Primary School Before and After School Club reserves the right to amend the terms/conditions at any time.

Agreement between parent(s)/carer(s) 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 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 Before and After School Club if he/she is unwell.

Name of parent/carer:.....

Signature of parent/carer**Date:**.....