



Thank you.

Child's Details

Full Name of Child \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Male/ Female (Please Circle)  
Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_  
Home Telephone Number \_\_\_\_\_  
School \_\_\_\_\_  
Year \_\_\_\_\_ Class \_\_\_\_\_

Contact Information

Email Address \_\_\_\_\_

Where did you hear about us? \_\_\_\_\_

Carer 1: Relationship to Child: \_\_\_\_\_

Name \_\_\_\_\_  
Work Number \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
3<sup>rd</sup> Number \_\_\_\_\_

Carer 2: Relationship to Child: \_\_\_\_\_

Name \_\_\_\_\_  
Work Number \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
3<sup>rd</sup> Number \_\_\_\_\_

Emergency Third Contact

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Mobile \_\_\_\_\_

Parental Responsibilities

Who does your child live with?  
\_\_\_\_\_

Who has parental control of your child?  
\_\_\_\_\_

Are there any security issues of collection from the club by any other parent or any adults?  
\_\_\_\_\_

Please give us a password that we can use to ensure safety between ourselves and the unknown person you have chosen to collect your child from the club. If we are not familiar with the person collecting your child we will ask them for the password for collection.

Password: \_\_\_\_\_

**Medical Information**- 24 hours is the compulsory duration in which we cannot except children into our setting if they have suffered from sickness, diarrhea, conjunctivitis or any other highly contagious illness.

Doctor's Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Doctor's Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

#### Medical or Dietary Needs

Does your child have any medical conditions, allergies or food preferences? (There is a separate form please ask if your child has a special needs for an 'All About My Child's Special Needs' booklet. This will give us more information to support your child)

\_\_\_\_\_

\_\_\_\_\_

#### Medication

Does your child need medication with regard to the medical condition or food allergy? If so please state what course of medication they are on and if any medication would need to be administered whilst in the setting.

\_\_\_\_\_

\_\_\_\_\_

#### Medication to be kept?

If your child has medication for their medical or dietary need then please state how and when we will receive the medication for your child. You may need to fill out an administering medicine consent form. Please let us know if the medication is to: *(Please tick)*

Be brought in from home each time the child is in our care

To be left at the club for the foreseeable future

### Permissions

#### **Administering Calpol**

In order to comply with legislation will you please indicate whether you are agreeable to staff administering Calpol to your child, if necessary. Reasons for administering Calpol would be if you as the parent/s were unable to collect your child promptly as to reduce temperature or distress from illness if all other methods fail. I am happy for staff to give Calpol to my child should the need arise. Consent is always required prior to administering any medication. Please see tick and sign permission.

Please turn over to tick and sign for Calpol permissions .....

#### Please Tick & Sign

Yes I am happy for staff to administer Calpol to my child if the need arose

No I am not happy for staff to administer Calpol to my child

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### Emergency Treatment

I do give permission/ do not give permission to the emergency services seeking, any necessary medical advice and treatment.

Signed \_\_\_\_\_

#### Outings

During time spent by your child at our setting they may be involved in trips during holidays or outings to the park. We need your permission for your child to take part in these.

I understand that outings may take place at the setting. I am happy for my child to take part in them therefore would mean leaving the premises with a member of staff.

Signed: \_\_\_\_\_

#### Photos: Please tick to give permission

In order to promote our club and to keep records of children's work we would like to take photographs of the children participating in various activities during their time at the club. Please

PHOTOS: Please tick to give permission

In order to promote our club and to keep records of children's work we would like to take photographs of the children participating in various activities during their time at the club. Please can you tick below in which of the following you would allow photographs of your child to be used.

Around the setting	
On our Website	
In local publications i.e. the derby telegraph	
Video	
Facebook	
Twitter	
Pinterest	

Activity Permission	Please tick to give permission
Face Painting	
Glitter Tattoo's	
Hair Chalking	
Hair Tinsel	
Nail Varnish	
Hair Styling	

Early Years Foundation Stage **CHILDREN AGED 3-5 YEARS OLD ONLY**

As part of the Early Years Foundation Stage we are required by law to monitor and assess your child's development as to improve their knowledge and skills. As part of this process we and your child's other care & education settings are required to share this information. Please state any other care or education settings your child attends:

1. \_\_\_\_\_
2. \_\_\_\_\_

Please sign here if you give your permission for us to be able to do so

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Targets for 3-5year olds

What would you like us to help your Nursery or Reception aged child with whilst at the club? This could be areas the teachers have suggested for example reading or it might be something you have noticed they need help with for example putting their own coat on or improving confidence to make friends.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Sessions Required

Please tick the boxes, which you require childcare for on a regular basis which roll on each week until further notice (School Holidays are not charged for unless booked)

#### Breakfast & After School Club

	Breakfast	After School	Late Collection from club at school. Name of club, finish time & finish date
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Start Date \_\_\_\_\_

Finish Date \_\_\_\_\_  
(If required)

Alternatively if you just have a few dates you require for breakfast or after school club please state below. Please remember to specify whether you require breakfast or after school club:

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Holiday Club

These are the sessions that are available:

All Day 7am-6pm	School Day 9am-3pm	Morning 7am-1pm	Afternoon 1pm-6pm
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*Please specify dates & sessions you require:*

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Trips- Please see our latest newsletter for the list of daily trips. If you would you're your child to go on any trips please write below the trip and the date :

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## Contract-Must be read and signed in order for us to enroll your child.

### Schools Out Club's Copy of the Contract

This contract has been devised in conjunction with the proprietor Amanda Hudson and the Management Team who have the responsibility for the daily implementation of all the procedures. This contract is also in line with recommendation from Derby City Council & Derbyshire County Council for Early Years.

IT IS AGREED BETWEEN BOTH PARTIES THAT:

#### 1. Child Protection

Parents/ carers must notify staff of any injury sustained by their child outside the club in order to establish the injury did not occur whilst in our care. If staff have any concerns about the welfare of the children in our care it is our legal duty to inform the Local Safeguarding Officer of any child protection or safeguarding children concerns.

In turn staff will provide information on any accidents or injuries which may have been sustained whilst in our care.

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Your child will not be permitted to leave the club with anyone other than yourselves without prior arrangement. In the case of an emergency you should contact the club with details and perhaps give a password.

## 2. Breakfast & After School Club Fees

When your child is offered a place, you are required to pay one month's fees in advance of your child's first day with us.

**Fees are due no later than the 20<sup>th</sup> of every month** if they have not been received by that date a £10 late payment charge will be applied on the 21<sup>st</sup> and weekly until the amount has been paid. Late payment charges are added to your child's account in order to cover our finances and administration costs.

Failure to clear the full amount by the last date of that month will result in your child's place being terminated and we will be unable to take or collect your child from school. This means your child will not be allowed to come to the club.

Your outstanding debt will then be collected by the small claims court where you will be liable for costs.

**IT IS THE RESPONSIBILITY OF THE BILL PAYER TO ENSURE all invoices are paid on time and any extra sessions have been paid.**

Any bank transfers must be notified to us once the payment has been made. This must be done by emailing: [info@schoolsoutclub.com](mailto:info@schoolsoutclub.com)

## 3. Holiday Club Fees

When your child is offered a place at holiday club, you are required to pay **fees in advance of your child's first day or on the first day.**

Failure to do so will result in a £10 late payment charge which will be applied weekly until the amount has been paid. Late payment charges are added to your child's account in order to cover our finances and administration costs

In the case of the **six weeks summer holiday** we expect parents to pay the amounts weekly or for the full month.

Failure to clear the full weekly amount by the end of the week's holiday club will result in late payment charges being added to your accounts if after one week still no payment has been received your child's place will be terminated and we will be unable to care for your child.

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## 4. Time off for Holidays, Absences & Teacher Training Days

**Breakfast & After School Club: 4 weeks written cancellation required without charge.**

**Holiday Club: 7 days written cancellation required without charge including trips.**

Parents are expected to pay in full for any absences and expected to pay for any sessions that are booked. Four weeks written notice for breakfast & after school club and seven days written notice for holiday club including trips is required to cancel any sessions or trips for inset days or holiday club if there is to be no charge. Any cancellations after this date will be charged for in full due to pre booking and paying.

The normal rate of your child's session will still be applied on inset days/ teacher training days. If you do not intend to use any care on that day four weeks' written notice is required to cancel the session. If a place is required then holiday club day fees will apply. It is the responsibility of the parent/ carer to do this.

There will be no charge for bank holidays and will be deducted from your bill automatically by our database program.

If you use breakfast and after school club you will not be charged the usual breakfast and after school club sessions you use.

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It is vital that you let us know if your child is unable to attend any sessions booked, during school holidays and before & after school club please ring, text or email to let us know so that we are not waiting for your children at school or waiting to start an activity at holiday club.

Email to let us know: [info@schoolsoutclub.com](mailto:info@schoolsoutclub.com)

## 5. Sickness

We have the right not to allow your child to attend if your child is unwell or suffering from any contagious illness. If your child falls ill during the session we would appreciate your co-operation in collecting your child promptly.

24 hours is the compulsory duration in which we cannot accept children into our setting if they have suffered from sickness, diarrhea, conjunctivitis or any other highly contagious illness.

We also reserve the right to summon whatever medical attention thought necessary in an emergency or case of severe illness.

## 6. Arriving Early and Late Breakfast, After School Club and Holiday Club

**Term time** the setting will open at the specified time, these are different at each setting so please see the website for opening times of each setting. Staff are not permitted to allow any child to be cared for before the opening time.

At After School Club the session finishes at 6pm and holiday club the closing time is 6pm. If any child is collected after this time they will be charged **£5 per fifteen minutes late**.

**At Holiday club** any child dropped off before the session slot has started **will be invoiced for the next appropriate session time slot** and the same is applied if a child is collected after the session slot has ended.

For example a child booked in on a school day session arrives before the start time the session will be updated to full day session and invoiced. Or if they are collected after the school day session has finished again the session will be updated to a full day session and invoiced.

## 7. Change of Details

It is very important that you let staff know if you have any changes of address, telephone numbers, doctors, email address or any change to medical or dietary needs or any security issues.

Update us by emailing: [info@schoolsoutclub.com](mailto:info@schoolsoutclub.com)

## 8. Cancellations

If you wish to terminate your child's place for **breakfast or after school club four weeks written notice** is required this also includes absences, occasional days or teacher training days that your child will be not attending.

**Seven days written notice** is required to cancel any sessions or trips for inset days or **holiday club** if there is to be no charge.

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## 9. The Breakfast & After School Club Service

It is accepted by the parents/ guardians that upon registering their child with the Schools Out Club Breakfast & After School Club that they give permission for their child to be escorted to school by either walking or travelling in a Schools Out Club vehicle. In the event of an emergency or contingency plan either staff vehicles will be used or taxi services. All safety risk assessments, policies and procedures and six weekly checklist of the vehicles are carried out.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please see over for your copy of the contract which is the same. The following contract is your copy to keep . .

**Contract-Must be read and signed in order for us to enroll your child**

# Contract must be read and signed in order for us to enroll your child.

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