



Wetheridge
Before and After School Club
BOOKING FORM

Child's Name: Date of Birth: Class:

Parent/Carer Name:.....

Contact Number(s): Home:

Mobile:

Work:

Those authorised to collect:

Please state times required in the table below.

Dates from: **to:**

Days	AM arrival time	PM collection time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Medical conditions:

Dietary Requirements:.....

Allergies:

Charges:

Breakfast club: 7.45 – 9am £3.62, 8 – 9am £2.75 per morning. Pre-booking required.
8.30 – 9am £1 per morning payable on the day only. No booking required.

After School Club: School aged children £3.50 per hour / £1.75 per half hour or part thereof.

Casual bookings can be made up to 24 hours prior to session. Payment will be required on collection of child(ren) for sessions booked in this way.

**Please inform us if your child will not be attending a pre-booked session.
Telephone: 01884 861784 Mobile: 07815 005887**

I have read and understand the terms and conditions.

Signed: **Date:**

Witheridge Breakfast and After School Club Terms and Conditions

1. Our Aims

- We aim to provide a high quality service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

2. Sickness

Parents/carers must inform the Breakfast and After School Club if the child has any known medical condition or health problem or has been in contact with infectious diseases.

Parents/Carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from Mrs Hallett. A child must not be brought to our Breakfast or After School Club if they are unwell.

3. Parents/Carers authority

Welfare of the child

The parents/carers authorise the Breakfast and After School Club to take all necessary action to safeguard and promote the welfare of the child in line with Pre-school policies.

Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

Medicines cannot be given to children by staff unless they have been prescribed by a doctor, dentist or nurse and parents have completed a Medicines Form requesting that they do so. Non-prescribed medicines are not allowed to be given or self-administered (by the child) within the Club, in line with Pre-school policies.

Absent Children

It is the responsibility of the parent/carer to sign their child into the Breakfast Club and sign them out of the After School Club at the end of the session. Parents/carers must inform the setting if a child will not be attending a pre-booked session.

Accidents

All accidents, that staff are made aware of, are documented in an accident book and reported to parents/carers.

Loss of property

Witheridge Breakfast and After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

4. Entry to After School Club

Registration

- **Individual / Ad hoc Sessions** - A Registration Form must be completed before a child can attend. Priority is given to children attending the club on a regular basis and bookings will only be taken if there is availability for the session requested.

- **Regular sessions** – Once a completed Registration and Booking Form have been completed, the parent/carer will be notified if they have been successful in obtaining a place.

Booking a place:

- **Ad hoc Sessions** – these must be requested giving as much notice as possible. On the day sessions can be booked providing there is space in the club and the child has been previously registered. The parent/carer must pay for the session in advance or on the day. The parent/carer will be notified whether a place is available when they make a request for a session.
- **Regular sessions** – On receipt of a Registration and Booking Form the Pre-school will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on the waiting list.

Session Availability

The Breakfast Club will run from 8am until 9am five mornings a week. Arrangements can be made for an earlier start if occasionally required. After School Club will run from, the end of the school day to 6pm. There will be not be any sessions during school holidays or on inset days.

5. Fees

- Parent/carers that choose to use the club on an ad hoc basis must ensure that sessions are paid for when booking.
- Payment for regular bookings should be made by the date stated on the invoice. If no payment is received by this date a late payment fee of 5% will be charged. The Pre-school reserves the right to withdraw the child's place until the arrears have been paid. Repeated late payment may result in a child's place being withdrawn permanently.
- No refund will be given if the child is absent or sick.
- If the Pre-school closes the After School Club due to unforeseen circumstances parent/carers will not be charged for these sessions.
- Fees are the responsibility of the person who signed the booking form or who has parental responsibility for the child.
- **An additional fee of £5 per five minutes per child will be charged if a child is picked up after 6pm from After School Club. Persistent lateness could result in the After School place being withdrawn.**

Standard terms and conditions

Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

6. Cancellation and removal

Termination of the Contract:

- Ad hoc Sessions - If parent/carers have booked and paid for a session but they choose not to send their child, a refund will not be given. Sessions can be swapped if notice is given subject to availability.
- Regular sessions – Two weeks' written notice must be given to cancel a child's sessions. If no notice is given then two weeks' notice will be charged, even if the child does not attend. The club will try to accommodate any changes to session requirements, subject to availability.
- A child will leave the Breakfast and After School Club when s/he leaves Primary School.

Removal

Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Play Leader that the continued presence of the child is incompatible with the interests of Witheridge Breakfast and After School Club. There would be no refund of fees in these circumstances.

7. General Conditions

Disclosures

The Play Leader must be notified in writing immediately of any changes in contact details or

family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

Child Protection

Staff have a duty to report any significant concerns s/he might have about the safety/well-being of a child to the Pre-school's Designated Person for Safeguarding who may then also inform Social Services if appropriate, in line with the Pre-school's policies for Safeguarding.

Confidentiality

Parents/carers agree to inform the Breakfast and After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties

Parents/carers should notify the Breakfast and After School Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment

We welcome staff and children from all ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally.

Discipline

The parents/carers hereby confirm that they accept the authority of the Play Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

Closures

In the event of the Club's closure due to severe weather or an emergency parents/carers will be informed by telephone. Messages will also be placed on the website and answer phone system. A refund of session fees would be made under these circumstances.

Insurances

Wetheridge Breakfast and After School Club undertakes to maintain those insurances which are prescribed by law. The Club is covered by the Pre-School's insurance.

Complaints

Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Breakfast and After School Club Play Leader. If the matter remains unresolved they should make an appointment to see the Manager.

8. After School club Policy documents

More details of the After School Club working practices may be found in the following Pre-school policy documents:

- Anti-Bullying Policy
- Behaviour Policy
- Complaints Policy
- Equal Opportunities policy
- Food and Drink Policy
- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- Special Educational Needs Policy
- Admissions Policy

If a copy is required of any of these policies a request for a copy can be made to the Administrator.

Contact information

Breakfast and After School Club phone number: 01884 861784

Pre-School website: www.witheridgepreschool.btck.co.uk