**Ireleth St Peter’s**

**School**



Breakfast and After School Club Registration Pack

Registration Form

All information provided on this form will be treated in the strictest confidence.

|  |  |
| --- | --- |
| **Child’s full name** |  |
| **Preferred name** |  |
| **Date of Birth** |  | **Age** |  |
| **Home Address** |  |
| **Home Telephone Number** |  |
| **Name of Parent/Carer** |  |
| **Contact Number** |  |

**Emergency Contact Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact Number** |  |
| **Relationship to the Child** |  |
| **Child’s Doctor** |  |
| **Doctor’s Contact Number** |  |

**Please indicate as appropriate**

|  |  |
| --- | --- |
| **Does your child have any special educational needs?** | Yes / No |
| Details: |
| **Does your child have any known allergies?** | Yes / No |
| Details: |
| **Does your child have any special dietary needs?** | Yes / No |
| Details: |
| **Does your child have any long term health needs?\*** | Yes / No |
| Details: |

\*If your child requires medication on a regular basis please complete the medication form included.Regular Bookings Procedure

A ‘regular’ user is one who uses the club for at least one session per week and books a minimum of half a term in advance to ensure a place for their child/children.

***No bookings can be accepted unless a registration form for each child has previously been completed.***

**To book a place:**

Booking forms are available from club staff or the school office. Completed forms should be returned to the office and they will then be stored securely in the registration files.

**Fees:**

Payments should be made on the first day that the child attends and should be given to club staff or to the School Administrator in a named envelope. The payment will be recorded as received and a receipt will be issued by the School Administrator as soon as possible.

Regular bookings procedures are recommended for parents who wish to secure their child’s place for long term child care needs.

**Cancellations of regular bookings:**

As much notice as possible is appreciated for the cancellation of any regular bookings, the cancellation of a regular booking will not incur any fee as long as at least 24hours notice is given.

Regular Booking Form

* To secure a regular place for your child in either the breakfast or after school club, please complete the booking form below together with the registration forms and return to school
* Fees should be paid a minimum of 1 week in advance and should be paid on or before the first day the child attends the club.
* Please note, if your child is booked for one hour only but they are collected after 4:15pm you will be charge for the full session.

**Regular Booking Form for:**…………………………………………………………

I would like to book my child into the Breakfast/After School Club on the following days on a weekly basis:

|  |  |  |
| --- | --- | --- |
| **Day** | **Breakfast Club** | **After School Club** |
| 7:45-8:45 | 8:15-8:45 | 3:15-4:15 | 3:15-6:00 |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

Starting from \_\_\_/\_\_\_\_/\_\_\_\_\_

Signed:…………………………………………………………………………………

Casual Bookings Procedure

Parents/Carers are welcome to book their child into club sessions on an occasional basis as long as there are places available.

***No bookings can be accepted unless a registration form for each child has previously been completed.***

If you anticipate a casual or occasional need for the facility in the future, it is recommended that you fill in the registration form included in the pack and return to club staff or the school office.

**To Book a Place:**

Enquiries for a casual booking can be made with the club staff or the school office.

**Cancellation of Casual Bookings:**

Please provide as much notice as possible for the cancellation of a casual booking. The absence ***may*** incur a fee if no notice is given.

Consents

|  |
| --- |
| I consent to the club staff seeking medical treatment for my child in an emergency.Signed ………………………………………………… |
| I consent to the club staff administering first aid in the event of a minor accident.Plasters can / cannot be used on my childSigned ………………………………………………… |
| I consent to photographs being taken of my child in the club to be used for display purposes, local media and other material used to promote the facility.Signed ………………………………………………… |
| I have received an information pack and understand that both the Breakfast and After School Clubs embrace current school policies. I am aware that school policies are available from the school office of request.Signed…………………………………………………Date………………………………. |

Please inform the Club staff of any change in circumstances relating to any consent given.

Medication and Authorisation Form

Please note that any medication to be administered to your child MUST clearly state your child’s name, and the required dosage that has been instructed by a doctor. Under no circumstances can we administer any medication that has not been prescribed by a doctor or hospital.

Name of child:………………………………………………………………………………

I authorise the Play Leader for Ireleth St Peter’s Breakfast/After School Club to administer the named medication to my child as instructed.

Parents/Carers Signature:…………………………………………………………………

Date:……………………………………………………

Name of medication to be administered:…………………………………………………………………………

Instructed dose:…………………………………………………………

\* \* \*

***Before administering the medication check the prescribed dose***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Name of the person administering the medicine** | **Signature of person administering** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***I acknowledge that the above medicine has been administered to my child, on my behalf, at the time and date stated.***

Signed (parent/carer):……………………………………………….. Date:…………………………………………….

Policy and Procedures

* Ireleth St Peter’s Breakfast and After School Club has adopted, and operates within the parameters of, current school policy and documents.
* Ireleth St Peter’s C of E Primary School has extensive and comprehensive policies that meet with current government and local authority legislation.
* All school policies are reviewed and revised by staff and governors and are available from the school office, upon request, for your information.

Admissions Policy

Ireleth St Peter’s Breakfast and After School Club is a facility available to children between the ages of 4-11 who attend Ireleth St Peter’s C of E Primary School.

Both the Breakfast and After School Club will provide places from Monday to Friday during term time.

Places are offered on a ‘first come, first served’ basis. When all places are filled, a waiting list will be established with priority given in the following order.

1. Siblings of children already attending.
2. Existing users who require the greatest number of sessions each week.
3. Children of staff running the clubs.

A registration for must be completed for each child before admission to the club.

Casual bookings will be subject to availability and only accepted if a registration form has been submitted prior to the booking and already on file or with the booking.

**Special Needs:**

Where a child has a specific need, including a disability, admission will be based on:

1. All parties agreeing that the environment is appropriate for the child.
2. Liaison will be arranged with relevant professional support networks if applicable.
3. The degree of integration is acceptable given staffing levels.

Emergency admissions will be at the discretion of the Head teacher and Club Co-ordinator.

The effectiveness of this policy will be regularly reviewed by the Head teacher, Club Co-ordinator and, where applicable, the school’s governing body.

Signed….R.E.McFarlane…… (Headteacher) September 2017

Complaints Procedure

All complaints/concerns will be treated sensitively and the club will work in partnership with Parent/Carers to resolve any issues quickly and without any disruption to the child’s welfare.

In the first instance the Play Leader is available to discuss any complaints/concerns regarding the service offered.

Parents/Carers can, if they wish, make an appointment with the Play Leader at a convenient time to discuss any complaints/concerns.

Continuing regular contact between the Play Leader and Parent/Carers will; hopefully resolve any complaints/concerns.

If a Parent/Carer feels any complaints/concerns have not been resolved they should make an appointment to speak to Mrs McFarlane.

Mrs McFarlane will respond to the Parent/Carer in respect of the complaint within 7 days of the meeting.

All documents relating to complaints will be kept in a secure file in a locked cabinet in the school office and shall remain confidential.