

Churchtown Little Buds

Nursery & Reception
After School Care



Registration Form

Child's Details

Name	Year Group	Date of Birth
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Parent/Carer Details

Name
<u>Home Address</u>
Telephone:
<u>Work Address</u>
Telephone:
Mobile Number:
Email Address

Name
<u>Home Address</u>
Telephone:
<u>Work Address</u>
Telephone:
Mobile Number
Email Address

Alternative Emergency Contact Details (please provide details of at least one other person we can phone if we are not able to contact you)

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Details of Child's Doctor

Name of Doctor	
Address of Surgery	Telephone Number

About Your Child

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any allergies:
Please detail any dietary requirements:
Any additional information:

I confirm that the information given on this form is correct and I agree to notify the club of any changes in detail.

Signed: _____

Parent/Carer Date: _____

Please print name: _____

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Booking Form

Child's Name: _____ Child's Class: _____

Churchtown Little Buds costs £11.50 per session (club closes at 5.55 pm). Childcare fees are payable in ADVANCE of your child attending the club. Please note that your child's place may be cancelled where a payment has not been received in advance. Payments for childcare must be made at the start of each month; each half term; or each term for the current month/half-term/term. We accept payments via ParentPay or employer's childcare vouchers from participating schemes. To apply for a place for your child please answer the following questions and return your completed form to the school office.

- 1) On which day(s) of the week would you like a REGULAR place for your child? Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

- 2) From which date would you like your child to begin attending Little Buds Club? (Please note that we recommend giving at least 2 week's notice before you would like the place to commence.)

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- 3) Please indicate the usual frequency with which you will make payments. Please remember payments must be made in advance before your child is accepted at the club. Please tick:

MONTHLY	HALF-TERMLY	TERMLY

- 4) Which method of payment will you use?

Payment method is flexible; please keep the office informed of changes in respect of Childcare Vouchers

ParentPay	Childcare Vouchers

- 5) I DO NOT require a regular place for my child at the club, however I would like to request a place on the following date(s)

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For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.

Please do not make a payment until we have written to you to confirm whether we are able to offer your child a place at the club as requested.

I confirm that I agree to abide by the Terms and Conditions on the reverse of this form.

Signed: _____ (Parent/Carer)

Date: _____

Please print name: _____

Churchtown Primary School Little Buds – Terms and Conditions

General

1. Little Buds is open to children attending Churchtown Primary School in Nursery and Reception and is run by school staff.
2. The club is open from 3.10 pm to 5.55 pm Monday to Friday during term time only.
3. The club provides a healthy snack and opportunities for children to take part in a wide range of planned and free play activities, including role play, arts and crafts, cookery, games, outdoor play and lots more.
4. Little Buds will follow its Uncollected Children Policy and contact Social Care for any children not collected within 30 minutes of closing time.

Bookings

5. Bookings must be made on the school booking form available from the school office/school website/ParentApp. All places must be booked in advance.
6. Enquiries regarding Little Buds should be made to the school office (Telephone 01704 508500 or via email to office@churchtown.org.uk)
7. We aim to accommodate all requests made however places at the club are limited
8. Priority will be given where a sibling is already regularly attending the club.
9. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
10. Your child's place at the club will be confirmed in writing. Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn
11. Please inform the school in writing if you no longer require your child to attend Little Buds. At least 48 hours' notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
12. If your child will not be attending a particular session that they are registered for please inform the school giving at least 48 hours' notice
13. In the event that you would like to change the days that your child attends Little Buds a new booking form must be completed with your new requirements. The school will confirm in writing whether the new request can be met.

Payments

14. The charge for each session is £11.50 per child from September 2024. Payments should be made online **IN ADVANCE** via ParentPay. We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.
15. Payments must be made in advance of the date of attendance. Payments must be for a full month/half term/or term in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
16. For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.
17. Refunds/credits will not be given for non-attendance. Any sessions that aren't attended will still be chargeable with the exception of activity holidays which involve an overnight stay)

Dietary Needs and Medical Conditions

18. It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

19. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
20. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
21. Where payments have not been made in advance and arrears are exceeding £50 we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).