



**Headteacher Mrs Nicky Hains
Downholland Haskayne CE Primary School ARC Before and After School Club
Contract and Registration Form**

Before and After School Club Leader:- Mrs Daphne Carr

Telephone: 0151 526 0614 e-mail: bursar@haskayne.lancs.sch.uk

Child's personal details:

Child's name:	Date of Birth:	Gender:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		
Parental/legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No

<p><u>Medical Details</u> 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? e.g. Birth mark

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I undertake to inform the Leader of the Before and After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed: Parent/Carer:Date:

Details of people authorised to collect child or who can be contacted in an emergency

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

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 adults 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 with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

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 ARC Before and After School Club taking such action in your absence:

I (*print name*) give my consent to ARC Before and After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer:

Date:

I (*print name*) give my consent to ARC 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.

Signature of parent/carer:

Date:.....

Photographs and videos:

The issue of child safety is taken very seriously at Downholland Haskayne CofE primary school and also with ourselves at the ARC Out of School Clubs. 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 ARC Before and After School Club taking and using photographs and images of their children whilst completing activities.

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/carer:**Date:**

Fees at ARC Before and After School Club

The cost of each session will be:

Before School (breakfast) Club: £3 (breakfast included)

After School Club session: £7 (light snack provided)

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 weekly fees will be paid in advance each week preferably through BACS although we do accept cash. If you would like to pay in cash it must be on the first day of attendance for that week in an envelope with your child's name on with the correct money enclosed. This envelope must not include money that is due to the school i.e. dinner money. This should be given to the school separately we will not accept or pass on money that is intended for school. Fees should be handed in directly to Mrs Winrow at the Office and you should wait for a receipt as proof of payment. We will not accept and money or responsibility for money given to us by children nor money left in school bags.

4 weeks of notice is required should you no longer require your place at ARC 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 week to ensure attendance at the Out of School club.

In the event of absence without notice or illness, occasional days off and parental holidays, or closure of Downholland Haskayne Primary School due to an unforeseen event, payment of the full session is required.

A child's continued place at ARC Before and After School Club at Downholland Haskayne CofE Primary School is 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 **and exclude Inset days** at Downholland Haskayne CofE Primary School

Evening session:	Mon	Tues	Wed	Thurs	Fri
8am- Start of the school day					
From end of the school day – 5.00p.m					

Weekly fees are:

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

Signed: **After School Club Leader**

Date :

Please note that:

- ARC Before and After School Club reserves the right to amend the terms/conditions at any time.
- **It is our policy that everyone who attends, works in or visits ARC Before and After School Club at Downholland Haskayne CofE Primary School has the right to enjoy the service we provide** and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- **In the event of a compliment, concern or complaint** ARC Before and After School Club welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs Daphne Carr, After School Club Leader and or The Headteacher Mrs Nicky Hains and/or read the complaints policy and procedure.

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

Name of parent/carer 1:.....

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

Name of parent/carer 2

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

Signature of After School Club Leader:

..... **Date**.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for ARC Preschool.