

**Busy Bodies out of School club**

**Registration form**

**IMPORTANT**

**PLEASE PROVIDE A PHOTO ID OF ALL FAMILY MEMBERS WHO ARE AUTHORISED TO COLLECT YOUR CHILD**

**CHILDS DETAILS**

**NAME OF CHILD** (and any other name by which your child is known or prefers to be called)

………………………………………………………………………………………………………………………………………………………….

**Class**……………………………………………….

**DATE OF BIRTH**………………………………**ETHNIC ORIGIN**……………………………**RELIGION**…………

**CHILD’S FIRST LANGUAGE**………………………………….

**DISABLED(Y/N)** ………………… **ACCESS REQUIRED** (Please specify)…………………………………

**PARENT/CARERS NAME…………………………………………………………………………………………………………………………**

**E-mail address………………………………………………………………………………………………………………………………………….**

**DAYS YOUR CHILD WISH TO ATTEND**

Please indicate which sessions you require for your child and evening collection time.

**MON (a.m/p.m) TUES (a.m/pm) WED (a.m/p.m) Thurs (a.m/p.m) Fri (a.m/p.m)**

Collection time…………………………approximately.

**MEDICAL INFORMATION**

*Kindly also complete the individual Dietary and Medical form attached*

**IMPORTANT MEDICAL INFORMATION** e.g. allergies etc**…………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………………..**

NAME, ADDRESS AND TELPHONE NUMBER OF CHILDS DOCTOR and HEALTH VISITOR

**……………………………………………………………………………………………………………………………………………………………..**

**Does your child have any contact with other Health Professionals, Social Services,**

**SENCO, Family Support Workers etc Please indicate below giving names and addresses**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

DIETARY REQUIREMENTS………………………………………………………………………………………

**PARENT/CARERS DETAILS**

**COULD ALL OUR PARENT(S) CARER(S) KINDLY PROVIDE A PHOTOGRAPH OF THEMSELVES FOR THE PURPOSE OF SECURITY IDENTIFICATION IN THE FUTURE.**

*Parents must also complete the Parental Responsibility from attached.*

**NAME OF PARENT(S)/CARER………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………………….**

HOME ADDRESS……………………………………………………………………………………………………………………………..

 …………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………Home Tel……………………………………………

**MOBILE NUMBERS**

**1st Parent Carer……………………………………………………………………………………………………………………………………………………………….**

**2nd Parent Carer…………………………………………………………………………………………………………………………………………………………………**

**OTHER……………………………………………………………………………………………………………………………………………………………**

**WORK ADDRESS &**  **TELEPHONE NUMBERS………………………………………………………………………………………………………………**

**E-mail-……………………………………………………………………………………………………………………………………………………………………………………**

**EMERGENCY CONTACTS**

**ANY PERSON WHO YOU HAVE AUTHORISED TO COLLECT YOUR CHILD MUST PRODUCE A PHOTO ID OF THEMSELVES WHEN COLLECTING THANK YOU**

1) NAME………………………………………….RELATIONSHIP TO CHILD………………………………………………

TELEPHONE NUMBER……………………………………………………………………………………………………………………..

1. NAME………………………………………..RELATIONSHIP TO CHILD………………………………………………

TELEPHONE NUMBER……………………………………………………………………………………………………………………..

**PERSONS AUTHORISED TO PICK UP CHILD**

**Parents must keep this list up-to-date**

1)NAME…………………………………………RELATIONSHIP TO CHILD …………………………………………………

TELEPHONE NUMBER………………………………………………………………………………………………………………………

2)NAME…………………………………………..RELATIONSHIP TO CHILD………………………………………………..

TELEPHONE NUMBER……………………………………………………………………………………………………………………….

**ANY OTHER INFORMATION IN SUPPORT OF MY APPLICATION**

**……………………………………………………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………………………………………..**

**CONSENT’S**

**USE OF PHOTOPRAPHS**

**On** o**ccasions, we may like to use a photograph of your child taking part in play activities within the club setting, or out on a trip. This would ONLY be for the purpose of evidence for Good Practice Awards, Quality Marks or to go into their Key work folders. We will NOT use any photographs other than for this purpose unless we ask your written permission first**.

* **I DO /DO NOT AGREE TO USE OF PHOTOGRAPHS AS STATED ABOVE.**

**We also seek permission to use photographs of your child on our school web site.**

* **I DO / DO NOT AGREE TO THE USE OF PHOTOGRAPHS ON SCHOOL WEB SITE, TWITTER.**

**We seek permission to use photographs your child’s key work folders. These will be given to each child when they leave our setting.**

* **I DO / DO NOT AGREE TO THE USE OF PHOTOGRAPHS in my child’s key work folder.**
* **I DO / DO NOT AGREE TO THE USE OF PHOTOGRAPHS of other children in my child’s key work folder.**

**MEDICAL**

**I, GIVE MY CONSENT TO MY CHILD, RECEIVING ANY MEDICAL TREATMENT, WHICH IS URGENTLY NECESSARY.**

**PLEASE FURTHER NOTE THAT ANY MEDICINES MUST BE PRESCRIBED FROM A G.P WITH CLEAR INSTRUCTIONS A PHOTOGRAPH OF YOUR CHILD AND A LETTER OF PERMISSION FROM YOURSELF. WHEN EVER POSSIBLE PARENTS SHOULD DO THEIR BEST TO ADMINISTER PRECRIBED MEDICINES THEMSELVES BEFORE/AFTER ATTENDANCE AT BUSY BODIES**

**SIGNED (Parent or Carer) …………………………………………….Dated………………………………….**

**PARENTS RE; CHILD PROTECTION**

**I have been made aware, and understand that any member of staff, who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to their Line Manager, who will act on this information and report allegations to the official authorities immediately. All staff are trained in Child Protection issues.**

**SIGNED (Parent or Carer) ……………………………………………..Dated………………………………………….**

**Complaints**

**Busy Bodies aim to provide an excellent standard of care for our families. Should you be unhappy with the service we provide please do not hesitate to speak to the MANAGER and or write to the Head Teacher who will look into any complaint within 7 working days and respond in writing within 20 days.**

**If you remain unhappy with the way your complaint has been dealt with you can contact OFSTED on**

**0300 123 1231. ALL DETAILS ARE ALSO DISPLAYED ON OUR PARENTS BOARD OPPOSITE OUR RECEPTION DESK. Reg No 103341**

**Thank you.**

**BUSY BODIES OSC**

**BOLDMERE JUNIOR SCHOOL**

**COFIELD ROAD**

**BOLDMERE**

**SUTTON COLDFIELD**

**B73 5SD**

**Tel 0121 464 1343**

**OFSTED 103341 sept 2013**

**Executive Head Teacher- Mr Carl Glasgow**

**Head Teacher- Mr Matt Saddler**

**Senior Office Manager -Kerema Hyatt**

**Deputy Managers- Mrs Luan Evans and Harminder Kaur**

**DON’T FOR GET YOUR PHOTO ID THANK YOU**

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**BOLDMERE BUSY BODIES CLUB**

Hours of Care:

7.45am. - 9.00 a.m.

3.25pm. - 6.00 p.m

**PARENT’S CONTRACT FORM**

I agree to support the Busy Bodies Code of Conduct.

I agree to bring and collect my child at the specified times.

I agree to comply with the **Busy Bodies charging policy**.

I understand that refunds will NOT be given for any reason other than specified on the charging policy as Busy Bodies is a not for profit organisation.

**Exceptions for refunds** 1: Isolation of your child’s class due to positive Covid-19 test.

 2: Isolation following NHS guidelines of Covid-19 symptoms.

I agree to bring my child into the club on arrival in the morning, and understand that he/she will be supervised to school and back to the club for the afternoon session by Busy Bodies members of staff.

I agree to nominate the person who is to collect my child and will inform the Manager or Deputy Co-ordinator if there are any changes.

I understand and agree that the days/hours first requested when registering my child with the club must be maintained for at least the first half term without any reduction in these said hours.

I understand that children must attend regularly being at least once per week unless specific arrangements have been agreed in writing with the Manager.

If Busy Bodies staff become aware of any parent giving false information when claiming childcare fees, they have the right to inform the authorities.

I understand that failure to fulfil the contract may forfeit my child’s place at Busy Bodies.

(If you have any concerns over the above policy do please approach either the Manager or Deputy Co-ordinator.)

Signed: Date:

Child’s name Class:

02/05/2023

FEDERATION OF BOLDMERE SCHOOLS

**BUSY BODIES BEFORE AND AFTER SCHOOL CLUB**

**CHARGING POLICY April 2022**

**Registration fees**

A registration form must be completed for all children who will be attending the club on a regular basis.  A registration fee will be paid annually for each child.  Families with three or more children attending will be entitled to a reduction of 50% for their third child.

**Morning session**

The standard morning session is 8.00 am to 9.00 am. Children may be admitted at 7.45 am at an additional cost.

**On arrival parents/carers must register their child/ren as present.**

**Afternoon session**

The afternoon session is from 3.25 pm to 6.00 pm.  The minimum payment is for one hour, and then half hourly payments thereafter.

Children who are attending other after school activities and who will be returning to Busy Bodies later, **must** pay for the whole session as this time cannot be allocated to other families.

**A member of staff will sign your children out at the end of the school day,** stating the accurate time of collection.  If this is later than was originally booked, the additional payment **must** be made at that point using our ParentPay system. Otherwise, you must inform the Busy Bodies Manager that this will be accounted for with your next month’s fee payment.

**Monthly fees**

**Fees are payable one month in advance.  All parents must complete a booking form for each month, the form and appropriate payments are to be received before the last Friday in the preceding month and by the date shown on your booking form.**

We will be unable to refund or **credit to another month** fees once your monthly booking form is received, as staffing is based on the numbers attending each session and must be accurate to ensure the safety and well-being of our children.

In exceptional circumstances e.g. family bereavement, child’s illness causing absence of one week or more, it may be possible to credit some sessions across to the following month but parents would need to speak to the Manager about this. Furthermore, unfortunately should the school be closed for unforeseen circumstances credits cannot be given as Busy Bodies is run on a not for profit basis.

**Late fees**

**Please note that if a parent/carer has not paid in advance their monthly fees, (we will only allow a few days’ grace being the proceeding Wednesday) care will not be provided until all said bookings and fees are paid.**

**College/Bursary payments**

Parents must produce proof of such payments and sign an agreement with the club stating that fees will be paid regularly or care will be suspended.  If staff become aware of any parent giving false information when claiming childcare costs, they have the right to inform the authorities.

**Late collection fees**-

Busy Bodies after school club closes at 6:00 pm promptly. Parents who collect children late (after 6:00 pm) will incur a penalty charge. The penalty charges will be: £11.00 per child for lateness for the first 15 minutes (up until 6:15 pm) and then £22.00 per child for lateness up until 6:30 pm. Penalty charges will be added to your child’s ParentPay account. If a child has not been collected by 6:30 pm and the school has failed in its attempts to contact parent/s, it reserves the right to inform children’s services of the non-collection and/or the police in line with the school safeguarding procedures. This will then be added to our CPOMs reporting system, which informs the schools Senior Leadership Team.

**Persistent lateness-**

The following will apply if a parent is persistently late collecting their child/ren. First lateness after 6:00 pm – charges as above and a verbal notification recorded by the Manager, second lateness in a term – charges as above and an additional £10 fixed penalty accompanied by a written notification by the club manager. After a third lateness in a term, the service will be removed for the duration of that term.

The school reserves the right to increase late fees upon giving one term’s written notice of the proposed increase to parents/carers.

**Emergency cover**

For families who are not registered with the club, emergency cover can be provided if numbers attending allow.  Costs for this service reflect the fact that no registration fee has been paid. A form must be completed detailing emergency contact numbers and any medical or allergies your child may have.

**I ……………………………………parent/carer understand and agree to abide with this charging policy.**

**Dated………………….**

**Club charges– April 2022**

**Registration fees applicable from September 2022**

£30.00 per child.

**Session fees September 2022= £5.50 per hour.**

**Morning session**

7.45 a.m. to 9.00 a.m  £6.75

8.00 a.m  to 9.00 a.m  £5.50

**Afternoon session**

3.25 p.m  to 4.30 p.m  £5.50

3.25 p.m  to 5.00 p.m  £8.00

3.25 p.m  to 5.30 p.m  £10.50

3.25 p.m  to 6.00 p.m  £13.00

**Unregistered children -Session fees September 2022**

**Morning charge**

7.45 a.m  to  9.00 a.m      £8.50

**Evening charge**

3.25 p.m  to  5.00 p.m     £10.20

3.25 p.m  to  6.00 p.m     £17.00

**Late Charges**

* 1. **p.m £11.00**

**6.30 p.m £22.00**

***Payments can be made through Parentpay or by childcare vouchers, see further information on your monthly booking form***

Should any parent/carer have difficulties in paying fees for any reason or would like to enquire further about fees charged then please address all correspondence to The Head Teacher, Boldmere Junior School Governing Body who will deal with each case in the strictest confidence.



**Parents kindly complete the following information attaching a small photo of your child**

Medical Information

Name of child…………………………………………

Class…………………

Medical Condition and details………………

………………………………………………………………..

Medication Requirements…………… photo of your child would be very helpful

………………………………………………………

Medication is stored …………………………………….

Care plan to be attached

*……………………………………………………………………………………………….*

***Food Allergies/I am not allowed***

***To eat a specific food***

***Name…………………………………………………………***

***Class…………………………………….***

***What food should I not eat……………………….***

***…………………………………………………………………..***

***I have medication for this condition called***

***……………………………………………………………………..***

**Medication is stored in*……………………photo of your child would be very helpful***

***Care plan to be attached***

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**Parental Responsibility**

The Early Years Foundation Stage Framework Statutory Requirement ‘Safeguarding and promoting children’s welfare’ states that childcare providers must obtain ‘information about who has legal contact with the child and who has parental responsibility’.

(For guidance on what parental responsibility means visit

<http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954> and see attached page.)

I therefore require all parents/carers to complete the form below, prior to their child being admitted into my care. If there are any subsequent changes to these details please let me know immediately

Name of Child

Date of Birth

Parent/Carer 1

Name

Relationship

Legal contact yes/no

Parental responsibility yes/no

Parent/Carer 2

Name

Relationship

Legal contact yes/no

Parental responsibility yes/no

Parent/Carer 3

Name

Relationship

Legal contact yes/no

Parental responsibility yes/no

Date form completed

Information taken from :

http://www.direct.gov.uk/en/Parents/ParentsRights/DG\_4002954

**Who has parental responsibility?**

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

* (after 1 December 2003) by jointly registering the birth of the child with the mother
* by a parental responsibility agreement with the mother
* by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

**What is parental responsibility?**

While the law does not define in detail what parental responsibility is, the following list sets out the key roles:

* providing a home for the child
* having contact with and living with the child
* protecting and maintaining the child
* disciplining the child
* choosing and providing for the child's education
* determining the religion of the child
* agreeing to the child's medical treatment
* naming the child and agreeing to any change of the child's name
* accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
* being responsible for the child's property
* appointing a guardian for the child, if necessary
* allowing confidential information about the child to be disclosed

**Applying to the courts for parental responsibility**

A father can apply to the court to gain parental responsibility. In considering an application from a father, the court will take the following into account:

* the degree of commitment shown by the father to his child
* the degree of attachment between father and child
* the father's reasons for applying for the order

The court will then decide to accept or reject the application based on what it believes is in the child's best interest.