

School Buddies

Before & After School Club

At

Holden Clough Community Primary School.

Contact Roseann Royle

Within club opening hours 0161 331 3246

Club enquiries out of hours 07808 202 204

e-mail roseannroyle@schoolbuddies.co.uk

<https://www.schoolbuddies.co.uk>

Session Enrolment and Booking Form

Your Child's Details

	<u>Child 1</u>	<u>Child 2</u>
Name		
D O B		
Gender		
Ethnicity		
Relationship to you		
Class		

Sessions Required

Please tick

Before school	Monday	Tuesday	Wednesday	Thursday	Friday
7.30 - 8.50					
8.00 - 8.50					
After school					
3.10 - 4.00					
3.10 - 5.00					
3.10 - 5.30					
<u>Full time</u>					

If you require full time, please specify if you require the 7.30am or 8.00am morning session.

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Parent/Guardian details

1 _____

2 _____

Address..... _____

Please name the person(s) who will deliver or collect your child.

_____ /contact number

_____ /contact number

_____ /contact number

Password -----

It is important for staff at School Buddies to be aware of who is permitted to drop off and collect your child from the premises. All contacts **MUST** be registered formally. This will save any misunderstanding for both parties and upset for the child.

Please notify the manager on duty if you intend your child to be delivered or collected by someone unfamiliar to the setting.

All children MUST be signed in and out of the setting by a responsible adult at each session

Please be aware, we will not allow a child to be picked up by any person under the age of 16, any person who is deemed unfit through the influence of alcohol, drugs or substance abuse.

Please take time to read the clubs policies as these are here for the protection of your child, you and the staff of School Buddies.

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Detailed procedures and policies are available for your inspection at the setting at all times through the manager. See Mrs Royle or Mrs Mistry.

Please sign below to acknowledge you have this information and you are in receipt of the Complaints, Behaviour, Uncollected Child and Missing Child Policies.

Signature.....

We require your permission!

To allow your child to have their face painted. Yes/No

To take part in all cultural activities. Yes/No

To watch PG films that staff deem acceptable. Yes/No

To apply sun cream if necessary Yes/No

To allow your child's image to taken whilst at School Buddies.
For use in the club displays, literature and club publicity.

Yes/No

Signed _____

Date _____

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Medical details

Name of Doctor... _____

Address.....

Contact Number... _____

Has your child got any of the following? If so we will need to discuss this further.

I give permission for members of staff at School Buddies to approve any medical treatment that my child may require in an emergency and/or upon the advice of a qualified doctor.

Date of registration _____

Print name _____

Signature _____

Does your child have any of the following:

Allergies.....

Food intolerance/Dietary needs

Asthma/Epilepsy.....

Other medical condition

Special needs

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Please keep this sheet page for your information

Opening times and cost of sessions

The club will be open from 7.30am to 8.50am Monday to Friday.

3.10pm to 5.30pm Monday to Friday

Morning session	Fee	
7.30am - 8.50am	£6.25	* Please note breakfast is included in this fee.
8.00am - 8.50am	£4.75	
Afternoon session		
3.10pm - 4.00pm	£4.75	* Please note afternoon snack is included in this fee.
3.10pm - 5.00pm	£7.75	
3.10pm - 5.30pm	£9.25	
Full Time Weekly Fee		
7.30 am start <u>OR</u>	£62.50	
8.00 am start	£55.00	
<ul style="list-style-type: none">• Breakfast/ Snack menu is available in reception area.		

The above fee will be reduced by 25% for a second and subsequent child of the same family.

Payment is due on Monday of each week.

Cheques are payable to School Buddies.

Monthly payments: It may be arranged to make payments directly into the bank. Fees must be paid on time. Late fees a 25% charge will be forwarded to the next weekly payment. If fees are not paid after two weeks overdue, this will result in losing your child's place.

School Buddies bank details

Barclays Bank

Sort code 20-64-12

Account number 13250563

We are registered with many Childcare Voucher Companies as Happy Club trading as School Buddies...please ask for more information.

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Charges for absence:

Childs sickness: First three days full fee, any subsequent days half fee.
Please contact the manager if your **child** is **absent** from school, it is important to us to, as we have to account for your child's safety and wellbeing whilst in our care.

Parents occasional holidays or days off: full fee.

Days off with one week's notice half fee.

Cancellation of days or sessions booked/non attendance: full fee.

Facility closed: no fee.

Children attending school clubs, before or after school: full fee.

Late collection of children will incur a fee of £3.00 per child for every 5 minutes late. If there are two or more children in the family the fee is £3.00 for the first child and half rate (£1.50) for other children. This is due to an increase of club staff and site manager costs and also late closure of the school.

Please take time to read the clubs policies as these are here for the protection of your child, you and the staff of School Buddies.

Detailed procedures and policies are available for your inspection at the setting at all times through the manager. See Mrs Royle or Mrs Mistry.

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School Buddies Parent/Carer's Contract

Child's name _____

Parent or Carer's name _____

- I consent for my child to attend **School Buddies**. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that **School Buddies** is a play setting and that whilst my child is there **School Buddies** is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at **School Buddies** he/she will be in the care of **School Buddies** until collected and signed out by an authorized person.
- **I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.**
- **I will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.**
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at **School Buddies**. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- **School Buddies closes at 5.30. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.**
- **If I do not collect my child by 5.30 m I will pay a charge of £3.00 per 5 minutes to cover the costs of the two staff who are legally required to supervise my child.**
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that **School Buddies** will follow its **Uncollected Children Policy** and contact Social Care.

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- Whilst **School Buddies** tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- **I have read the club's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.**
- If there are any accidents or incidents at **School Buddies** involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from **School Buddies** will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by **School Buddies** regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____

Please return this form to School Buddies

Many thanks