

Orchard Community Primary School

Before and After School Club – Registration Form

Child's Details	Child's Full Name		
	Date of Birth		
	Address		Postcode:
	Known Medical Conditions		
	Known Allergies (Food and non-food)		
	Known Additional/Special Needs		
Dietary Needs			
Doctors Details	Name		
	Surgery Address		
	Contact number		
Parent/Guardian 1 Details	Name		
	Contact numbers:	Home	
		Work	
		Mobile	
Email			
Parent/Guardian 2 Details	Name		
	Contact numbers:	Home	
		Work	
		Mobile	
Email			
Emergency Contact	Name		
	Relationship to child		
	Contact numbers:	Home	
		Work	
Mobile			

First Aid

I give permission for first aid to be carried out on my behalf by a trained first-aider.

Medical Consent

I consent to any emergency medical or dental treatment necessary during the running of the club and authorise the staff of Orchard Community Primary School to sign any written consent required by hospital authorities if the delay in getting my signatures is considered by the doctor to endanger my child’s health and safety.

Photograph Consent

- I agree for my child’s photograph to be taken and for these photos to be used in school or on school systems (Class Dojo/ Tapestry etc)
- I consent to photos of my child being used on the school website
- I consent to photos of my child being used on the internet (including social media)
- I understand that I may withdraw my consent at any time by putting my request to withdraw in writing to the school office. Once photos are on the internet, I understand the school can only remove the original.

I would like provision to begin on (insert date)

I wish to pay by.....Child Care Vouchers

I agree to my child taking part in the Orchard Before/After-School Club and certify that the information given above is accurate. Should any information change, I understand it is my responsibility to provide up to date details.

I have read the terms and conditions of the Orchard Community Primary Before and After School Club and agree to follow its policies and procedures.

Parent/Guardian’s name

Signed Date

The information provided will only be used by the school and will not be shared with any third parties, except in the event of a medical emergency.

The information will be stored securely by the school at all times.

If you have any questions about how your data is used an processed, please contact school.

Orchard Community Primary School Before and After School Club

TERMS AND CONDITIONS

Revised August 2023

The below terms and conditions relate to the Orchard Community Primary School Before and After School Club extended service. Parents/Carers who complete a registration form must sign the bottom of the form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

- Registration forms must be completed in full before your child can be offered a place. This includes accepting these terms and conditions.
- Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing.
- The Morning Club begins at 7.45am. Children will be escorted to their classroom at 8.45am ready for lessons to begin.
- The Morning Club is provided at a cost of £4.50 per child, per day. This includes a breakfast of cereal/toast, fruit and a drink. If a change is made to the cost of the sessions, you will be notified in writing.
- After-School provision is available from afterschool. Session prices are:

Session 1 Afterschool until 4.15pm (inclusive) £4.50 per session Monday to Friday Term Time Only

Session 2 Afterschool until 5.45pm (inclusive) £12.50 per session (this includes a teatime snack) Monday to Thursday Term Time Only

- If you are late collecting your child, a late fee of £10 will be charged. If a child is collected late persistently, the offer of After-school care will be withdrawn with immediate effect. This decision will be made by the Headteacher/Deputy Head and Business Manager.
- The Before and After School Club will not run on days the school is closed to pupils. Parents/carers will not be charged for days the club is closed.
- Food is served at Before School Club until 8.15am. If your child arrives after this time, there will be no food provided. Food is served at After School Club at 4.45pm to all children booked for session 2. No refunds will be made if a child leaves before food is served or arrives after food has been served.
- If your child is unable to attend a session please notify the school using the school phone number 01332 810078. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school and the outstanding payment terms will be enforced.
- Sessions are to be booked in advance using the School Money site and you must select specific days and times you would like your child to attend. Ad hoc sessions can be accommodated by arrangement. Sessions must be booked no later than Sunday evening for the week in advance. Regular sessions cannot be guaranteed unless these are booked in advance for the full term using the online system.
- Additional or one-off sessions may be provided when there is space available. These should be booked with the school office, at least the day before. In the event of an emergency, requests for spaces can be made from 7.45am but these will only be available when there is space. Children cannot be dropped at the morning club unless their place has been booked.
- Payment is due in advance for all sessions via the School Money online payment system. Payment can also be made by childcare voucher. Please notify school if you wish to use this

method. Payment via childcare voucher should be made for the half-term in advance or a credit can be held and topped up as required. We regret cash/cheque payment will not be accepted.

- Outstanding payment: If fees have not been cleared by their due date, your child will not be able to take part in any extended school services until payment in full has been made. We reserve the right to refuse entry to any child for whom fees are outstanding. The Before and After School Club follows the policies and procedures of the school. These are available on the school website or from the school office by request.
- We aim to provide a safe, stimulating and happy environment for all children and reserve the right to exclude any child whose behaviour is disruptive, following the schools' behaviour policy.
- We will endeavour to provide a high-quality service to children. If you have any concerns, please speak to the club staff in the first instance. If this is not resolved, please contact the Headteacher or Business Manager. If an issue cannot be resolved, please follow the schools' formal complaint procedure.