



## Gnosall St Lawrence CE Extended Club Registration Form and Agreement and Rules

*Working together, with Jesus beside us, to achieve our full potential.*

<b>Child's First Name</b>	
<b>Child's Surname</b>	
<b>Child's DOB and Class Teacher for 2014-2015</b>	
<b>Address of child(ren)</b>	
<b>Name of Parent(s)/Carer(s)</b>	
<b>Telephone Number of Parent (s)/ Carer(s)</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Name and telephone number of those with parental responsibility if different from above</b>	
<b>Name, Telephone Number and Address of person(s) regularly dropping off / picking up child if different from above</b>  <b>Password (For security reasons, a known word that should someone unknown to the club be instructed by you to drop off/collect your child, there is a safeguarding measure in place to ensure the safety of your child/ren). THIS MUST BE GIVEN</b>	

Name & Telephone Number of person to contact in emergency (club hours only)

Parental contact details:

Other responsible adult details (THIS MUST BE COMPLETED IN ADDITION TO THE PARENTAL CONTACT DETAILS ABOVE):

**PLEASE NOTE, THE CLUB MANAGER/PLAY LEADER WILL ACT IN ‘LOCO PARENTIS’ IF YOU CANNOT BE CONTACTED.** They may take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation please indicate below.

Doctor’s Surgery and Telephone Number

Other relevant information, i.e. diet (vegetarian/vegan/no dairy/no nuts), allergy, asthma, etc.

**Photographs**

Your child may be photographed for various reasons. If you do not wish your child to be photographed you need to contact the school, otherwise we will assume that you have no objection.

**Internet Publication**

Photographs may be published on the school website. Please note these will not be published alongside your child’s name. If you do not wish your child’s photograph

to appear on the school website please tick here.

## EXTENDED PROVISION CLUB AGREEMENT AND RULES

A child attending the extended provision must first be registered using this form. All normal school rules apply at the extended provision club. Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the Headteacher and if it cannot be resolved the child may, at the discretion of the Governing Body, be asked to leave the Extended Provision Club.

The Extended Provision Club provides a before and after school activity in a safe, happy environment, supervised by professional, experienced staff. The Extended Provision Club is open during term time only (not on any INSET days), Monday to Friday, from 7.30 am to the beginning of school, and from 3.30 p.m. to 6.00 p.m.

The Extended Provision Club is situated in the old Children's Centre. The Club's first session is at 7.30 am on Tuesday 2<sup>nd</sup> September 2014. The Headteacher, and Governors are committed to provide out-of-school care for the children of Gnosall St Lawrence CE Primary School and Gnosall St Lawrence Pre-School.

The Extended Provision Club must be self-financing, with all running costs met from fee income. Any profits made after costs will be returned into the Club for the benefit of the children, and surplus funds will be used to support school activities and curriculum. This will be kept under review by the Governing Body's Finance Committee.

Children attending Extended Provision Club will be supervised at all times, the staff acting in loco parentis.

The Club operates only for pupils of Gnosall St Lawrence CE Primary School and Gnosall St Lawrence Pre-School.

Included in the charge:

- Children will be constantly supervised by the Supervisor and Club Assistant.
- A healthy breakfast/light tea with a choice of cereal and milk, fruit, toast and topping, yogurt, cheese, fruit juice, fruit, milk or water
- Activities which may include, for example,
  - Craft activities
  - Reading
  - Board games
  - Physical activity, e.g. hopscotch, dances, etc.
  - Quiet space for homework.

The club will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time.

The morning session is set up to encourage children to eat breakfast, which is part of the Every Child Matters agenda and Healthy Eating initiatives. After they have eaten, children will go to the quiet tables where they can read, play games and puzzles. They also use their counting skills and memory skills. Help will be on hand to assist with homework reading and spellings.

Please request a medicine form from the extended provision club staff should your child require medication whilst in their care (stating dosage and frequency). Administration of any medication will be in accordance with the School's Administration of Medication During School Hours Policy. Please understand that members of staff cannot administer any medication that is not prescribed by a GP.

Bookings for a place must be made in advance on a weekly basis. Refunds cannot be given. In the event of sickness/absence fees are non-refundable.

Admittance to the Breakfast club will not be granted if a session has not been booked, whether it be a regular booking, or an ad hoc booking.

All staff are First Aid trained and will administer basic first aid as and when necessary. If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

Arrival arrangements in the morning - Children must not be left until the supervisor opens the Club at 7.30am. Please note children are not covered by insurance unless they are part of the Extended Provision Club prior to this time. Children must stay in the Club until escorted onto the playground by Club staff at 8.45am, when official playground duty begins. Parents should bring their child(ren) to the old Children's Centre Entrance where it will be necessary for you to register them on admission.

Collection arrangements in the evening - Parents are responsible for collecting their child by 6.00pm every day. If a parent is late in collecting a child, two members of staff will stay behind. One will phone the parent contact numbers. If the parent cannot be contacted, the emergency contacts will be phoned (if parents have not already contacted the club to advise that they will be late.) If no contact can be made by 6.20pm a staff member will contact the local Safeguarding Team. (08456042886)

When a parent is late in collecting their child a late fee is charged (per child):

- Up to a maximum of 10 minutes late - £10.00
- More than 10 mins and up to 20 minutes late - £15.00
- More than 20 mins late - £20.00 (the maximum charge payable)
- Additional costs may be imposed for the extended use of the premises and site co-ordinator service.
- An invoice is completed by a member of staff and given to the parent within 24 hours. The parent will have 14 days to finalise the payment.

The safety and welfare of the child is paramount. Every effort will be made to minimise any distress to the child on the occasion of late arrival of the parent.

I agree to pay fees on time (the date will be clearly written on your bill) and understand that my child's place may be jeopardised if I do not pay on time.

As of September 2014, the fees are as follows: -

- £4.20 from 7.30am to 8.30am and £1.05 for 8.30am to 8.45am per morning session (advanced booking) for the first child (£4.00 and £1.00 for each sibling thereafter),
- £4.50 from 7.30am to 8.30am and £1.15 per morning session (ad hoc booking) for the first child (£4.30 and £1.10 for each sibling thereafter),
- £4.20 per hour between 3.30pm and 5.30pm and £2.10 for 5.30pm to 6.00pm for the evening session (advanced booking) for the first child (£4.00 and £2.00 for each sibling thereafter),
- £4.50 per hour between 3.30pm and 5.30pm and £2.25 for 5.30pm to 6.00pm for the evening session (ad hoc booking) for the first child (£4.30 and £2.15 for each sibling thereafter),

to be paid in advance of sessions attended. For the evening sessions, the payments are per hour. Strict adherence to the hourly rate will be maintained.

I consent to my child receiving medical treatment in an emergency.

I understand that fees will be reviewed by the Governing Body at the start of the financial year and parents/carers notified of any changes in fees in advance, giving one month's notice.

I consent to the Code of Conduct attached.

I will tell a member of the Extended Provision Club staff if my child has developed a contagious or infectious disease or infection.

I understand that the Extended Provision Club cannot accept responsibility for my child's possessions or valuables whilst he/she is attending the club.

I understand it is my responsibility to keep club staff updated of any changes to the information supplied above. The club staff will prompt you to check the information they hold remains correct on a regular basis.

I/We are in agreement with the Breakfast Club Rules, and have signed the Code of Conduct contract.

Parent/carer's full name.....

Signed.....Date.....

**Verified by member of staff**

..... Signature

..... Position

Review of the Registration Procedures and Agreement and Rules  
September 2014