

Bright Sparks Out of School Club Registration form

Please complete the details below and bring it to the Pre School with the yearly membership fee of £10.

1. Personal details of your child and parents/carers

Your child's name Date of Birth Class

Religion Child's first language

Please give details of any disabilities/special needs/medical conditions or dietary requirements of the child named above

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Please enter mother's or main carer's details below AddressPost Code..... Home phone no..... Mobile phone no..... Email address	Please enter father's or second carer's details below AddressPost Code..... Home phone no..... Mobile phone no..... Email address
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2. Medical consent

I give permission for my child to be treated with first aid or for the emergency services to be called and administer treatment to my child.

My child's doctor's name and address is

Signature..... Date.....

3. Consent for photography/videos and website

I give/do not give (*please delete*) permission for my child to be photographed or videoed during out of school club session.

Signature Date

4. Consent for short outing.

I give/do not give (*please delete*) permission for Bright Sparks to take my child out of the school grounds for outdoor activities.This includes short nature walks, to the park and general physical exercise.

Signature Date

Should any of the above details change I will notify the Out of School Club in writing.

Signature Date.....

Print name

Witnessed by Date

Print name

5. Consent to use paddling pool in the summer holidays.

I give/do not give (*please delete*) permission for my child to participate in paddling pool activities. These activities will be in the shade and the children will be discretely undressed and dressed within the building. They will be clothed when using the paddling pool and given individual towels to dry.

Signature Date

6. Face painting permission.

I give/do not give (*please delete*) permission for face paints to be applied to my child.

Signature Date

7. Application of sun cream.

I authorise/do not authorise (*please delete*) Bright Sparks staff to apply sun cream when playing outside or taken on walks during bright weather.

Signature Date

8. Animals on the premises

We like to involve the children with the care of animals and have different animals staying with us and visiting us. We have strict hygiene policies that are followed when handling animals and cleaning their homes.

I give/do not give (*please delete*) permission for my child to participate in animal activities.

9. Parental Responsibility

Please give below the full names of **all** persons that have parental responsibility as named on your child's birth certificate or any other legal document.

Mother's full name Father's full name.....

Does this person have parental responsibility? Does this person have parental responsibility?

Yes/No (*please delete*) If not please state why not Yes/No (*please delete*) If not please state why not

.....

Full name Full name.....

Does this person have parental responsibility? Does this person have parental responsibility?

Yes/No (*please delete*) If not please state why not Yes/No (*please delete*) If not please state why not

.....

Signature Date

Should any of the above details change I will notify the Out of School Club in writing.

Signature Date.....

Print name

Witnessed by Date

Print name

10. Named Persons allowed to collect your child.

Please provide a password for your named persons to use when they collect your child. Please, also, provide a photograph of each named person including yourself. These will be entered in the box below. My password is

Please, also, give details below of all the people who may collect your child including yourself.

1. Name

Relationship to child

Mobile tel. no.

Home tel. no.

2. Name

Relationship to child

Mobile tel. no.

Home tel. no.

3. Name

Relationship to child

Mobile tel. no.

Home tel. no.

4. Name

Relationship to child

Mobile tel. no.

Home tel. no.

5. Name

Relationship to child

Mobile tel. no.

Home tel. no.

I confirm that the above named persons have my permission to collect the above child from Bright Sparks.

Signature

Date

Photographs of named persons

Should any of the above details change I will notify the Out of School Club in writing.

Signature Date.....

Print name

Witnessed by Date

Print name

11. Parent/Child and Bright Sparks Learning Agreement.

I, the undersigned, and on behalf of my child agree to the following:-

- We will abide by all the out of school policies and procedures
- We will notify the out of school club of any changes to my child’s sessions or registration details in writing
- We will notify the out of school club of my child’s absence and reason for absence using the absence line
- We will comply to all behavioural policies including behaviour whilst on school property, to all staff and other parents and children
- We understand that if the fees are not paid within 7 days after receiving the invoice, my child’s place will be suspended
- We will work together with the out of school club should any problems arise with my child whilst in session

Signature Date

14. Safeguarding

Our policies and practices support effective sharing and working with other agencies and to ensure that our safeguarding measures are of the highest standard at all times.

Should we feel a child may need additional support from other services or a referral needs to be made to another service to support the family or child, a discussion will take place and consent will be sought. Agencies working together share information in order to ensure the families or child receive the right support at the earliest opportunity. We will record information and conversations that you share with us and may share this with other professionals if appropriate.

The only time a referral will be made to social care without consent is if a child is considered to be at immediate risk.

15. How did you hear about us?

16. Information Sharing

To ensure your child’s needs are met appropriately it maybe necessary to share information with other agencies and settings or vice versa with us.

I **agree/do not agree (please delete)** for information to be shared with other agencies and settings.

Should any of the above details change I will notify the Out of School Club in writing.

Signature Date.....

Print name

Witnessed by Date

Print name

Bright Sparks Terms and Conditions Out of School Club

The document and the terms and conditions within it govern the basis on which Bright Sparks Pre School Ltd (referred to here as ['we' / 'our' / 'us']) agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

Bright Sparks After School Club

Held at:-

Bright Sparks Pre School (Please ring the bell to collect your child)

At Little Stoke Primary School,

Company Registration No: 5495528

Telephone: 07510 338551

Email: brightsparks1234@hotmail.co.uk

Bright Sparks Out of School Club

Held at:-

Bright Sparks Pre School Ltd

At Stoke Lodge Primary School

Company Registration No: 5495528

Telephone: 014546 15577

Email: brightsparkspreschool@outlook.com

Terms and conditions

1.0 Our obligation to you

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a yearly membership of £10 per child is required payable in September. We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.2 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.3 We will notify you as soon as possible of any days we will be closed.
- 1.4 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.5 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.6 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.7 We will provide you with details of our policies and procedures, upon request. These outline how we satisfy the requirements of the EYFS in our everyday practice. We will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time. A copy of our policies and procedures are available at the setting upon request.
- 1.8 We will maintain appropriate insurance to cover our childcare activities.
- 1.9 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.
- 1.10 (Stoke Lodge Setting only) – We will try to make a place available at the breakfast, afterschool and holiday club when your child starts primary school, however, we cannot guarantee a place even if your child has been attending the setting before or after preschool sessions.

2.0 Your obligation to us

- 2.1 You will need to complete and return our *Registration Form* to us before your child can start with us.
- 2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.

- 2.3 The *Registration Form* includes medicine information so we can raise a medical consent form and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4 You will read and abide by our policies and procedures.
- 2.5 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.6 You must immediately inform us if your child is absent from the out of school club for any reason (please note that the Primary School will not inform us of any absences from school and it is your responsibility to contact us separately to inform us of absence at the club). You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.8 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.
- 2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending, (Please note that absences due to holidays and sickness will still be charged).
- 2.10 You will provide us with at least 4 week's notice in writing of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for 4 weeks from the date of notice. If you are ending this Agreement, notice must be given in writing or by completing our *Notification of Leaving Date* form which is available on request.
- 2.11 You must inform us if your child is the subject of a Child Protection Plan or have any social care involvement and provide us with a copy of such order on request.

3.0 Payment of fees

- 3.1 From 1/1/15 our fees are based on an hourly fee for children under primary school age and session fee for children attending primary school. The fee shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting.
- 3.2 Fees must be paid on a termly basis, in advance. Fees may be paid weekly/monthly, in advance, by special arrangement.
- 3.3 All payments made under the Agreement should be by direct credit into our bank account (details on the bottom of the invoice) or by cash. It is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £2 for every week over the due date.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 21 days then we may suspend your child's place terminate this Agreement by giving you 7 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for the Christmas week. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 In the event of late collection of your child, we reserve the right to charge £5 for each additional 5 minutes.

4.0 Suspension of a child

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.

- 4.2 If the period of suspension for non-payment of fees exceeds 3 weeks, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other agencies to identify appropriate support for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

5.1

4.6

6.0 You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.

6.1 We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees;

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

6.2 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

6.3 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Sessional Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns regarding the services we provide, please discuss them with the Manager. If these concerns are not resolved to your satisfaction, please contact the Directors. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.

6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for children's activities. They are stored on our computer whilst your child is with us. The photographs are used for display and activities only. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use.

6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.

6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies.

6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7.0 This Agreement

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

DECLARATION BY PARENT AND SETTING (Parent/carer copy)

I AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS.

Parent Signature..... **Date**

Print Name

Staff Signature..... **Date**

Print Name