

# Spring Meadow Infant and Nursery School Before and After School Clubs

## Contract and Registration Form

Telephone: 01353 664742; E-mail: [admin@springmeadow.cambs.sch.uk](mailto:admin@springmeadow.cambs.sch.uk);

E-mail: [finance@springmeadow.cambs.sch.uk](mailto:finance@springmeadow.cambs.sch.uk)

### Child's personal details:

Child's name:	Date of Birth:	Gender:
Preferred language:	Ethnicity:	Religion:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		
Parental/legal responsibility	Delete as appropriate  Yes / No	Delete as appropriate  Yes / No

### Medical Details

Name and Address of doctor:

Postcode:

Telephone number:

Known medical conditions, allergies, special dietary and health needs: ☐ Yes ☐ No

**Give details;**

**Details of any medication being used:**

**Any other relevant information we should be aware of?** birthmark/asthma

.....

I undertake to inform the school as soon as possible of any change in medical and/or any other relevant circumstances.

**Signed; Parent/carers:** ..... **Date:** .....

**Details of persons authorised to collect child or who can be contacted in an emergency**

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

**Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.**

**A password is also required.**

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you MUST discuss this with management prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

**Signed; Parent/carers:** ..... **Date:** .....

**Arrangements in the case of sickness and/or any emergency:** Our Before and After School Clubs do not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity. Staff have undertaken appropriate First Aid training. While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Spring Meadow Infant and Nursery School taking such action in your absence:

I (*print name*) ..... give my consent to Spring Meadow Before and After School Clubs administering basic first aid (of which a written record will be kept).

**Signed; Parent/carer:** ..... **Date:** .....

I (*print name*) ..... give my consent to Spring Meadow Before and After School Club staff signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

**Signature of parent/carer:** .....

**Date:**.....

#### **Photographs and videos:**

The issue of child safety is taken very seriously at Spring Meadow Infant and Nursery School. This includes the use of images of pupils. These may be used for display/training purposes within the school. However, we have a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to staff taking and using photographs and images of their children whilst completing activities. We will never include the full name of the pupil alongside an image.

☐ We/I give permission for my child to be photographed

☐ We/I give permission for my child to be videoed.

Name of child: .....

Name of parent /carer: .....

**Signed; Parent/carer:** ..... **Date:** .....

### **Fees for the Before and After School Clubs**

The cost of each session will be:

Before School (Breakfast) Club: £4.50 (breakfast included)

After School Club session: £6.00 until 4.45pm/ £10.00 until 6pm (light snack provided)

In order to forecast numbers and plan staffing ratios carefully, a minimum of a **week's notice** is required for **extra** attendance at the Before and After School Clubs.

**Regular weekly fees** will be paid in advance each week preferably via Bank Transfer although we do accept cash. If you would like to pay in cash it must be on the first day of attendance for that week in an envelope with your child's name on with the correct money enclosed. Fees should be handed in directly to club staff and you should wait for a receipt as proof of payment. We will not accept any money or responsibility for money given to us by children nor money left in school bags.

In the event of absence without notice or illness, occasional days off and parental holidays, or closure of Spring Meadow School due to an unforeseen event, payment of the full session is required.

#### **Non-Payment of Fees**

In the event of non-payment of fees for a session, your child's session will be cancelled and that place will then automatically be offered to the next child on the waiting list.

#### **Late Collection Fees**

You must collect your child at the agreed time. If you are unavoidably late, you need to let us know as soon as possible. In the event of your child being collected late there will be a charge of £10.

#### **Cancellation of a session**

If you wish to cancel a session, you need to give a minimum of 3 days notice for cancellation and the payment of the session will be held as a credit to use on another day of your choosing, depending on availability.

#### **Termination of Contract**

2 weeks of notice is required should you no longer require your place or the number of sessions the child attends is to be reduced, fees will still be charged during this notice period. All payments need to be received by the **first day** of the forthcoming week to ensure attendance at the club.

**A child's continued place is dependent on continued payment of fees.**

**Registration** (name of child) ..... to start on (date):  
 ..... for ..... number of  
 sessions/days per week.

**Operational hours:** These are during school term dates only **and exclude Inset days** at Spring Meadow Infant and Nursery School

Session:	Monday	Tuesday	Wednesday	Thursday	Friday
7.45am - Start of the school day					
From end of the school day – 4.45p.m					
From end of the school day – 6.00p.m					

Weekly fees are: .....

**Signed:** ..... **Parent/carers** **Date :** .....

**Signed:** ..... **Staff Member** **Date :** .....

**Please note that:**

- Spring Meadow Infant and Nursery School reserves the right to amend the terms/conditions at any time.
- **It is our policy that everyone who attends, works in or visits the clubs has the right to enjoy the service we provide** and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- **In the event of a compliment, concern or complaint** please either speak to Mrs Blewett or email the office at [office@springmeadow.cambs.sch.uk](mailto:office@springmeadow.cambs.sch.uk)

**Agreement between parent(s)/carer(s) of Spring Meadow Before and After School Clubs:**

- I understand that by completing and signing this contract and registration form
- I agree to meet the terms and conditions set out.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the Before and After School Club immediately if I am informed that he/she is unwell.
- I agree not to send my child to the Before and After School Club if he/she is unwell.

**Name of parent/carers 1:**.....

**Signature of parent/carers** .....**Date**.....

**Name of parent/carers 2:**.....

**Signature of parent/carers** .....**Date**.....

**Signature of Club Leader:** .....**Date**.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Spring Meadow Infant and Nursery School.