**Carfield After School Club**

 **Contract and Registration Form**

**After School Club Leader**: Miss Adele Whiting

**Telephone: 0114 255 7534 e-mail: enquiries@carfield.sheffield.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 Leader of After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

**Signed; Parent/carer: ……………………………………..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 in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

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

**Arrangements in the case of sickness and/or any emergency:** Our *After School Club* does 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 at the After School Clubhave undertaken appropriate training to deal with an emergency.

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 Carfield After School Club taking such action in your absence:

|  |
| --- |
| I *(print name)* ……………………………….. give my consent to Carfield After School Club administering basic first aid (of which a written record will be kept). Signature of parent/carer: …………………………………………………………… Date: …………………………………………………I *(print name)* ……………………………………… give my consent to Carfield After School Clubsigning 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 Carfield Primary School and all school polices will be adopted by the After School Club. 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 Carfield After School Club taking and using photographs and images of their children whilst completing activities. Any use of pupil images at the After School Club is underpinned by the safeguarding and use of cameras policy of Carfield Primary School which has been devised in liaison with the Local Education Authority.

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 at After School Club**

The cost of each session will be:

After School Club session: £10.00 (light snack/tea provided)

Places for the After School Club must be requested 2 weeks in advance.

There will be a limited number of emergency ad-hoc places available to request on the day, In order to forecast numbers and plan staffing ratios carefully, **school must be informed by 2.00pm for emergency ad-hoc attendance at the After School Club**. These sessions are at a cost of £15.00 and payment for these must be made at the time of booking. Any payments not received for the emergency sessions will mean that going forward the option of an emergency session will be revoked.

**Regular weekly fees** must be paid in advance each fortnight through Arbor as we do not accept cash.

4 weeks of notice is required should you no longer require your place at Carfield After School Club 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 two weeks before booking to ensure attendance at the After School club.

In the event of absence without notice or illness, occasional days off and parental holidays, payment of the full session is still required.

In the event of the closure of Carfield Primary School, due to an unforeseen event, a full refund will be provided.

**A child's continued place at Carfield After School Club is dependent on continued payment of fees. Please note that if a debt accumulates of £30 the place at After School Club will be lost until the balance is returned to a positive balance.**

**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 Carfield Primary School

*NB: if you require a pattern that is not changeable this is also acceptable, however it must still be booked 2 weeks in advance. Please book the pattern you require when booking on arbor if you do not require the fixed sessions below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evening session: | Mon  | Tues  | Wed  | Thurs  | Fri  |
| From end of the school day – 5.45 p.m |  |  |  |  |  |

Weekly fees are: …………………………………….

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

**Signed: …………………………………After School Club Leader**

**Date :…………………………………..**

**Please note that:**

* Carfield After School Club reserves the right to amend the terms/conditions at any time.
* **It is our policy that everyone who attends, works in or visits Carfield After School Club at Carfield School 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**  Carfield After School Club welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to the After school Club Leader: Miss Adele Whiting and/or read the complaints policy and procedure.

**Agreement between parent(s)/carer(s) Carfield Before and After School Club:**

* I understand that by completing and signing this contract and registration form
* I agree to meet the terms and conditions of Carfield After School Club.
* 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 after school club immediately if I am informed that he/she is unwell.
* I agree not to send my child to Carfield After School Club if he/she is unwell.

**Name of parent/carer 1:…………………………………**

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

**Name of parent/carer 2 …………………………………**

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

**Signature of After School Club Leader:**

**………………………………………. Date………………**

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Carfield Primary School.