



The Bishops' Out of School Club

“A safe place to relax, play and have fun”

Registration Pack



*‘Live Fully, Laugh Often, Learn Deeply,
Love as God Loves You and Let Your Light Shine!’*

Introduction

The club provides a safe, secure and happy environment for children to relax, play and have fun. A range of activities for all ages will be available, both in and outdoors (subject to the weather). There will also be an area for children to do their homework and read, if they wish, and staff will provide support as they are able. The children make choices about which activities they would like to do and how they spend their time with us.

The club will be available to children attending The Bishops' School. The children will be cared for by experienced staff.

Registration

Before a child can be admitted to the out of school club we require the enclosed registration form and permission slips to be returned duly completed. Please ensure all sections are completed and details of any dietary requirements are included on the registration form.

Hours

The club will open Monday to Fridays during term time from 7.40am to 8.40am and 3.15pm to 5.45pm, with the exception of Bank Holidays and non-pupil days.

Meals

Breakfast will be offered during the morning session (please note that breakfast food is served until 8.25am) to those children attending and a light snack will be provided during the afternoon session. The club will follow the schools Healthy Eating Policy. Special diets can be catered for on request.

Fees

The cost of a session will be:

- Before School (mornings): £4.00
- After School (afternoons): £12.00

Sessions will be uploaded onto scopay each month and must be paid in full every month. **If payment is not received we reserve the right to discontinue the provision for your child.**

Fees are **not** refundable if your child is absent from the club for any reason or in the event of bad weather or any other circumstances that result in early closure of the club.

One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period.

Please note that if your child is collected late there will normally be a charge of £15.00 per 15 minutes, which will be invoiced separately and must be paid promptly.

Fees are reviewed annually in the Summer Term.

Bad weather or other closures

There may be occasions when we decide to close the club for safety or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made.

If the club is closed we will notify all parents as soon as possible by telephone, email, website, text and/or local radio. You will be expected to collect your child(ren) by the time given for closure.

Additional information:

- The club cannot be held responsible for any article of clothing or other items that your child brings with them. Please ensure items are named
- Please notify the club in writing if there are any changes to your address, contact numbers, work or doctor details
- You must notify the club if any person other than the child's parent/carer/guardian is to collect the child
- Places will be allocated on a first come, first serve basis. A waiting list will be held if the club is oversubscribed
- All medication must be clearly labelled with your child's name and dosage required. Details of the medication along with your signature must be entered into the medication folder before it can be administered. ***Please note that the club will not administer Calpol or other similar medication.*** Children attending the club should be healthy and free from infectious illness or disease. If your child becomes ill whilst at the club every effort will be made to contact you and you will be requested to collect your child as soon as possible
- The club is covered under the school's insurance policy
- If for any reason you wish to complain you should in the first instance speak to the club's supervisor Mrs Coote or their deputy. If you are still unhappy please seek an appointment with the school's Headteacher, Mr Waters

Registration Form

(Confidential)

Please complete a separate form for each child attending

| | | |
|---|--|--------|
| Child's name: | | Class: |
| Child's date of birth: | | |
| Home address: | | |
| Religion: | | |
| Ethnicity: | | |
| Mother's name (parent/ guardian/carer): | | |
| Home address: | | |
| Home telephone number and place of work: | | |
| Work telephone number: | | |
| Mobile number: | | |
| Email address: | | |
| Father's name (parent/ guardian/carer): | | |
| Home address: | | |
| Home telephone number and place of work: | | |
| Work telephone number: | | |
| Mobile number: | | |
| Email address: | | |

Dietary needs or food allergies:

Medical conditions, phobias or allergies. (Please give details of any medications):

Doctor's name, address and telephone number:

Brief details about the things your child likes to do at play:

Are there any activities which you do not want your child to do at the club:

Child's name:

**Emergency contact names, addresses and numbers
(between 7.45am and 8.45am and 3.00pm and 5.45pm)**

Please give up to three names, addresses, telephone numbers and relationship to child

| | | |
|----|---------------|----------------------|
| 1. | Name: | Telephone number(s): |
| | Address: | |
| | Relationship: | |
| 2. | Name: | Telephone number(s): |
| | Address: | |
| | Relationship: | |
| 3. | Name: | Telephone number(s): |
| | Address: | |
| | Relationship: | |

| Name(s) of person(s) authorised to collect your child: | Relationship to your child: |
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If you wish please provide a password which we can use to verify your identity:

Child's name:

WE NEED YOUR SIGNED PERMISSION FOR THE FOLLOWING ACTIVITIES

In case of emergency, I give permission for the staff at the club to seek necessary medical advice or treatment. (Please note that we will contact you as soon as we are able)

Signed: _____ Date: _____
Parent/Guardian/Carer *(please delete as appropriate)*

In case of a minor injury I give permission for my child to receive a plaster. I confirm that they are not allergic to plasters.

Signed: _____ Date: _____

I give permission for my child to leave the club premises for the purpose of club outings and visits that I have been informed of previously.

Signed: _____ Date: _____

There are a number of occasions when your child's photograph might be taken e.g. for use on wall displays, for use by the school to promote the club etc. To avoid the need to get your permission each time, we ask you to tick the appropriate box and sign below.

Yes, you may take my child's photograph at any time whilst at the club

No, I would prefer you not to take my child's photograph whilst at the club

Signed: _____ Date: _____

Child's name:

If you wish to make a regular booking, please tick the days you require a place for your child:

| | Before School | After School |
|-----------|----------------------|---------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period.

Alternatively, please advise the dates your child will require a place in the current month and following month. We will endeavour to accommodate your request, however, it may not always be feasible:

| Before School | After School |
|----------------------|---------------------|
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Please note: Payment of fees will be in advance and the first month's fee must be paid when registering your child for a place.