

Barley lane Breakfast & After-school Club

The Parish Church & Community Centre of St. Paul's Goodmayes
Barley Lane, Goodmayes, Ilford, Essex IG3 8XE
Tel: 020 8503 8662
Email: barleylane2010@hotmail.co.uk



Admission Form

Full name of Child:

Child's School:

School opening and closing times:

Days required (please circle):

	M	T	W	T	F
Breakfast	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After-school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Date of birth: / / Proof of DOB seen: Yes No

Current Age:

Gender: Male Female

Full name of parent/carer:

Relationship to child:

Full name of parent/carer:

Relationship to child:



Name/Address of parent/carer child lives with:

Post Code:

E-mail:

Telephone Numbers:

Mum:	<input style="width: 280px; height: 28px;" type="text"/>	Home	Dad:	<input style="width: 190px; height: 28px;" type="text"/>
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Mum:	<input style="width: 280px; height: 28px;" type="text"/>	Mobile	Dad:	<input style="width: 190px; height: 28px;" type="text"/>
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Mum:	<input style="width: 280px; height: 28px;" type="text"/>	Work	Dad:	<input style="width: 190px; height: 28px;" type="text"/>
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Emergency Contact 1:

Full name:

Relationship to child:

Address:

Postcode:

Tel no;

 home:

 work:

 mobile:

Emergency Contact 2:

Full name:

Relationship to child:

Address:

Postcode:

Tel no;

 home:

 work:

 mobile:

Child's Doctor:

Name:

Address:

Telephone number:

Child's Health Visitor:

Name:

Address:

Telephone number:

Number of younger siblings

Number of older siblings

Sibling's names/ages:

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Settings attended by siblings:

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Family's religion or faith: (optional)

Main language spoken at home:

Child's first language:

Does your child have any disability/medical condition/special requirements?

Yes No If yes, please give details:

Does your child require regular medication?

Yes No If yes, please give details:

Does your child have any allergies?

Yes No If yes, please give details:

Does your child have any specific dietary requirement (food they must not have)?

Yes No If yes, please give details:

Does your child have any special educational needs?

Yes No If yes, please give details:

Outing Consent

Child's Name: _____

Parent/Carer's Name: _____

As part of our practice we take the children on outings in the local community.

We always ensure a ratio of 1 adult to 2 children on these walks.

We need your prior consent for your child to join us on these walks as they will not be prearranged with you.

If we are going on an outing that involves transport to a further destination we will contact you for separate permission.

I do give my permission for my child to be taken on trips within the local community.

I do not give my permission for my child to be taken on trips within the local community.

(Please tick above as appropriate)

Parent/Carer Signature: _____

Date: ____/____/____

Photograph/Video Consent

In our setting we take photographs of the children for display and to provide evidence for child’s assessment (if more than one child is in the photo it may be shared for assessment).

There may also be circumstances when we wish to video the children and share it with the children themselves and their families.

We also use photographs/video as evidence and illustration for our quality improvement scheme (Quality Improvement in Learning and Teaching) and that is shared with Redbridge Local Authority.

We would not be sharing photographs/video beyond the setting, other than for quality improvement, without prior specific consent.

We need prior consent for your child to be included in this.

I do I do not give my permission for my child to be photographed.

I do I do not give my permission for my child to be videoed.

I do I do not give my permission for such images of my child to be seen on our own website. (Barleymont will not share these with anyone else.)

(Please tick above as appropriate.)

Parent/Carer Signature: _____

Date: ____/____/____

Emergency Medical Consent

In the case of your child needing emergency medical treatment while attending this setting we need your prior permission for us to seek treatment and for a member of staff to accompany your child to hospital.

In all such cases we will always try to contact the parent/carer using the telephone numbers provided on the Admissions Form. However it may prove necessary to act in place of the parent/carer if we are unable to contact you and/or to arrange to meet you at the hospital.

I do give my permission for a member of staff to accompany my child to seek emergency medical treatment at hospital

I do not give my permission for a member of staff to accompany my child to seek emergency medical treatment at hospital.

(Please tick above as appropriate.)

Parent/Carer Signature: _____

Date: ____/____/____

DENTIST

Is your child registered with a dentist? Yes No

If yes:

Name:

Address:

Telephone number:

SUN CREAM

I will supply sun cream to be administered to my child when necessary.

Signed Parent/Carer: _____

OTHER INFORMATION

Has your child attended any other Breakfast and After-school clubs? Please give details.

Do you have any special requirements about religious observance, food, clothing, health or other matters which we should observe?

Are you able to be a parent helper? Please put your name on our parent helper rota?

Yes No

Please give details of any other ways you are able to help:

PARENT PARTICIPATION

I/we will join in the life of the breakfast/afterschool club for as long as our child attends. I/we would be particularly interested in:

- | | |
|--|--|
| <input type="radio"/> Helping during the session | <input type="radio"/> Working on the committee |
| <input type="radio"/> Making/mending equipment | <input type="radio"/> Taking part in outings |
| <input type="radio"/> Helping with fundraising | <input type="radio"/> Other (please specify) |

(Please tick all that apply)

SHARED RECORD-KEEPING

I/we will contribute to the record of the child's development created jointly by parents and the group, working with the staff to identify and meets the child's educational, personal and social needs and to implement decisions taken in the interest of the child.

FEES

I/we will pay fees in the amounts and at the time specified by the breakfast/afterschool club if I do any top up hours, outside the funded hours.

PUNCTUALITY

I/we will try not to be late in collecting the child at the end of their session and will warn both the staff and the child on any occasion when this might happen.

Signed Parent/Carer: _____

Signed on behalf of the Breakfast and After-school Club: _____

Late Arrival:

If you have pre-booked any Breakfast/After-school sessions, no adjustment shall be made for time lost because of the late arrival of the child.

Termination:

Breakfast/After-school contract may be terminated by either party anytime by giving the other party 2 weeks' notice prior written notice.

Signed Parent/Carer: _____

Signed on behalf of the Breakfast and After-school Club: _____

We are open from 7am to 7pm Monday to Friday

Registration fee (Non-Refundable) **£50**

Barley Lane Fees based on clubs attended

Club Name	Session Fees (Daily)	Weekly Fees	Term Fees
Breakfast Club	£10	£50	
After-school Club	£18	£90	

Meals and snacks will be provided

Siblings of children already in the centre will be offered a discount of 10%

Days Required

Monday	Tuesday	Wednesday	Thursday	Friday
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Barley Lane Breakfast & After-school Centre Terms and Conditions

Late Comers:

Children must be collected on time at the end of the club your child is attending. Parents who are late collecting a child on a third occasion will be charged £10.00 for every 15 minutes.

Termination of Centre Place

We require one months notice, **in writing** , should you wish to terminate your child's place for any reason. Parents remain liable for fees throughout the notice period. If a parent withdraws their child during the notice period, the fees remain payable in lieu of notice.

We reserve the right to terminate a Centre place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behaviour of any kind, no refund will be given on this occasion.

Change of Booked Days / Sessions

If a parent wishes to amend their child's days / sessions they must request this in writing providing one week's written notice and complete the necessary for m - 'Change of Days / Sessions' or alternatively requests can also be sent through the email which is barleylane2010@hotmail.co.uk.

Personal Belongings

The centre cannot be held responsible for the loss or damage to any items of children's property. We will make every reasonable effort to avoid any loss or damage to personal belongings. We strongly advise all parents to dress their children in practical inexpensive items of clothing, clearly labelled with their name and to leave toys, books etc at home unless they are of a strong comfort to the child when settling in.

After-school children and tutoring children should carry all the items and personal belongings clearly labelled with their names and schools they attend.

Medication

Prescribed medication will be administered by a senior centre nurse providing that a parent has completed and signed the 'Medication' form, indicating times and dosage of each course. All medication must be kept within their original bottles with the child's full name clearly marked on the label. No medication will be administered without prior authorisation from the parents and a fully completed medication form. Written consent must also be given for the application of creams and lotions. The Centre will not be held responsible for any adverse reactions to any medication given. Please refer to our Medication Administration Policy for full details.

Activities / Routines

Within their daily activities children follow a balance between a structured routine and an element of free choice, based around their areas of development. The centre follows government guidelines like 'EYFS' to plan activities and parents are regularly provided with evidence of their work. Activities are carefully planned to match the age range and ability of each group. The layout of centre is also based around their areas of development.

Equal Opportunities

All children will be equally provided with an experience and opportunity, irrespective of race, gender, creed, religion or belief.

Children develop an understanding that all people are equal, and any differences are to be enjoyed.

All staff will be appointed on the grounds of qualifications, experience and suitability for the position.

Dietary / Medical Requirements

Parents must inform the centre prior to their child attending of any special dietary or medical requirements. The centre must also be informed in line with all allergies and any known cause of adverse reactions from; food, medication, activities etc. Parents must keep staff updated in line with any changes through written notification when they become aware.

Accidents and Illness

Parents will be informed of all accidents and asked to sign an 'Accident / Incident Form'. In the event of a more serious Accidents involving hospital treatment, the centre will make every attempt to contact the parents. If unsuccessful, the Centre will contact the person listed as emergency contact. The Centre reserves the right to allow medical experts to act on behalf of the parents and authorise any necessary treatment should no successful contact be made. The centre will ensure that a member of staff always accompanies the child to the hospital and awaits the arrival of the parents or carers. In the event that a child appears unwell, or has recently been suffering from any contagious disease / infection and there remains a danger of other children being at risk of contracting such diseases / infections, we may require their parents to collect them from the Centre. Children are not permitted back to Centre following an illness until they have passed the exclusion periods highlighted within our 'Period of absence form'.

We accept no responsibility for any child contracting contagious diseases / infections during Centre hours.

Parents are informed of all head injuries as a matter of course.

If a child does not attend for two weeks without any contact from parents we are obliged to inform Social Services with respect to the welfare of the child.

Behaviour and Sanctions

The Centre aims to create a positive atmosphere where children learn what behaviour is acceptable. The centre policy is to try and encourage acceptable behaviour by rewarding it with praise and attention. Children will also be encouraged to understand why they are being praised, thus encouraging them to repeat this behaviour.

When managing unwanted behaviour the Centre will aim to use positive preventative strategies. All staff are aware that it is an offence to use any form of physical punishment. Equally no child will face humiliation, be shouted at or demeaned in any way. For full details on managing behaviour please refer to the 'Behavioural Management Policy'.

The centre reserves the right to terminate the contract of a child when the Centre Manager considers the child to be disruptive or displaying inappropriate behaviour. We will not tolerate children, carers or parents speaking to any member of Centre staff using inappropriate language or in a threatening or abusive manner. This will result in the termination of a Centre place.

Security

Children will only be released to adults authorised to do so by the parents on the correct form.

A password will be required if that person is not known to the staff.

We only release children into the care of an adult.

In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times.

The Centre will contact the parents by phone if an unexpected person comes to collect the child. We reserve the right to refuse to release a child until the parent arrives.

Liability

We accept no responsibility for any child whilst in the care of a parent or guardian on Centre premises.

We will not be liable for any loss suffered by parents, arising, directly or indirectly, from Centre closure or the non-attendance of a child for any reason; i.e. sickness, holidays, Bank Holidays etc.

We accept no responsibility for any damage or loss to the child's or parents property; however every effort will be made by Centre staff to prevent this.

Complaints

The Centre accepts that every parent/carer has the right to express their views if they are unsatisfied with issues involving their child care or the centre as a whole. Should such a situation arise we ask that parents raise the issue with the Senior Centre Nurse or Centre Manager. If parents feel unable to raise the matter in this way, they may approach Director of the centre.

A copy of all complaints will be kept at the Centre and parents will be kept informed throughout. However in the event of parents wanting to speak to someone unconnected with the centre they can contact

Ofsted**Piccadilly Gate****Store Street****Manchester****M1 2WD****Tel: 08456404040**

I/we agree that I/we have received a copy of prospectus. I/we have read all of the included policies and procedures and Terms and Conditions and agree to work in partnership with the Centre at all times to follow and abide by these.

I/we have also completed and signed the registration form which forms a part of this contract and all documents with in the parents' permission form. I/we are also aware that the centre will be pleased to arrange meetings to discuss problems, children's work and records at any mutual agreeable time.

Signed: _____ (Parents/Carers)

Signed: _____ (Centre Manager)

Date: ____/____/____

Barley Lane Breakfast & After-school Club Centre Contract



THIS AGREEMENT IS BETWEEN:

Centre Provider: Barley Lane Breakfast & After-school Centre

Address: Barley Lane Breakfast & After-school Centre
St. Pauls Community Centre
Barley Lane, Goodmayes, Ilford, Essex , IG3 8XE

AND:

Parent/Guardian: _____

For the care of (child's full name): _____

Child's Address: _____

Child's D.O.B: ____/____/____

Start Date: ____/____/____

I agree that if I cancel my child's placement, fail to attend or amend the original start date indicated above, without providing the centre with 2 weeks written notice, I will be liable to pay the first months fees in full.

Signed by parent: _____ Name: _____

Signed by Centre Manager: _____

Date: ____/____/____