

Barley lane Holiday 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:

Days required (please circle): M T W T F

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:

Te l e p h o n e N u m b e r s:

	Home	
Mum: <input type="text"/>		Dad: <input type="text"/>

	Mobile	
Mum: <input type="text"/>		Dad: <input type="text"/>

	Work	
Mum: <input type="text"/>		Dad: <input type="text"/>

Emergency Contact 1:

<i>Full name:</i>
<i>Relationship to child:</i>
<i>Address:</i>
<i>Postcode:</i>
<i>Tel no;</i>
<i>home:</i>
<i>work:</i>
<i>mobile:</i>

Emergency Contact 2:

<i>Full name:</i>
<i>Relationship to child:</i>
<i>Address:</i>
<i>Postcode:</i>
<i>Tel no;</i>
<i>home:</i>
<i>work:</i>
<i>mobile:</i>

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:

--

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 no t give my permission for my child to be photographed. I do

I do no t give my permission for my child to be videoed.

I do I do no t 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 Holiday 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:

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 Holiday Club: _____

Late Arrival:

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

Termination:

Holiday Club 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 Holiday Club: _____

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

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

Barley Lane Holiday Club Fees based on sessions attended

	Daily Fees	Weekly Fees
Half Day	£18	£90
Full Day	£36	£180

Meals and snacks will be provided

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

Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Barley Lane Holiday Club Terms and Conditions

Late Comers:

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

Termination of Holiday Club Place

We require two weeks' 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/carer withdraws their child during the notice period, the fees remain payable in lieu of notice.

We reserve the right to terminate a Holiday Club 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 form - 'Change of Days / Sessions' or alternatively requests can also be sent through the email which is [ba rleyla ne2 010 @ho tmail.co .u k](mailto:barleylane2010@hotmail.co.uk).

Personal Belongings

The club 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.

Medication

Prescribed medication will be administered by a senior holiday club 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 Holiday Club 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. Weekly trips would be organised with parent/carer consent. A wide variety of activities would be offered to children, with various extensions and variations.

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 holiday club prior to their child attending of any special dietary or medical requirements. The holiday club 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 Holiday Club will make every attempt to contact the parents. If unsuccessful, the Holiday Club will contact the person listed as emergency contact. The Holiday Club reserves the right to allow medical experts to act on behalf of the parents and authorize any necessary treatment should no successful contact be made. The holiday club 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 Holiday Club. Children are not permitted back to Holiday Club 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 Holiday Club 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 Holiday Club aims to create a positive atmosphere where children learn what behaviour is acceptable. The Holiday Club 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 Holiday Club 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

'Holiday Club Behaviour Management Policy'.

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

We will not be liable for any loss suffered by parents, arising, directly or indirectly, from Holiday Club 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 Holiday Club staff to prevent this.

Complaints

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

A copy of all complaints will be kept at the Holiday Club and parents will be kept informed throughout. However in the event of parents wanting to speak to someone unconnected with the holiday club 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 holiday club 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 within the parents' permission form. I/we are also aware that the holiday club will be pleased to arrange meetings to discuss problems, children's work and records at any mutual agreeable time.

Signed: _____ (Parents/Carers)

Signed: _____ (Holiday Club Manager)

Date: ____/____/____

Barley Lane Holiday Club Contract



THIS AGREEMENT IS BETWEEN:

Holiday Club Provider: **Barley Lane Holiday Club**

Address: Barley Lane Holiday Club
@ St. Pauls Community Centre
Barley Lane, Goodmayes,
Ilford, Essex, IG3 8XE

Email: barleylane2010@hotmail.co.uk

Website: www.barleymont.co.uk

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 Holiday Club with 2 weeks' written notice, I will be liable to pay the first month's fees in full.

Signed by parent: _____ Name: _____

Signed by Holiday Club Manager: _____ Date: ____/____/____