



Rise and Shine Breakfast & Discovery After School Club
Registration Form and Terms and Conditions
PLEASE COMPLETE ALL DETAILS IN BLOCK CAPITALS
Return this copy to Extended School Manager/Office



CHILD DETAILS:

Surname: _____ First Name: _____
Date of Birth: ____ / ____ / ____ Gender: _____
Home Address: _____
Postcode : _____
Child's Nationality: _____ Child's Home Language: _____
Child's Religion: _____

PARENTS/CARERS DETAILS:

Who has Parental Responsibility: _____

PARENT: _____ Relationship to child: _____

Address: _____

Postcode: _____

Mobile: _____ Home: _____ Work: _____

Email address: _____
.....

PARENT: _____ Relationship to child: _____

Address: _____

Postcode: _____

Mobile: _____ Home: _____ Work: _____

Email address: _____

COLLECTION OF CHILD FROM DISCOVERY AFTER SCHOOL CLUB:

I give permission for my child to be collected from Discovery After School Club by the following named persons:

1: Name: _____ Contact Number: _____

2: Name: _____ Contact Number: _____

3: Name: _____ Contact Number: _____

Please do not release my child to any other individual with out my perission.

Signed: _____ (Parent/Carer) Date: _____

MEDICAL DETAILS:

Please give details of any medical requirements your child may have e.g. Inhaler, AA1 Automatic Adrenalin Injector .

In the case of an emergency the following information may be required:

Are your child's vaccinations up to date?: Yes / No

Medical Practice: _____

Telephone: _____

Please note in an emergency, staff may be asked to provide information to NHS staff regarding your child's medical history. Please complete and sign the statement below:

I give permission for Rise & Shine Breakfast and/or Discovery After School Club Staff to seek necessary medical advice or treatment and discuss my child's medical history if needed.

Signed: _____ (Parent/Carer) Date: _____

We endeavour to contact parents and seek permission by telephone should such an emergency arise.

ADDITIONAL NEEDS:

Does your child have special educational needs/disabilities? Yes ☐ No ☐

Does your child receive any additional support in school? Yes ☐ No ☐

If yes to either of the above, please give details:

DIETARY REQUIREMENTS:

Please give details of any special dietary requirements or allergies that your child has (e.g. lactose, vegetarian, Halal , gluten free .)

YOUR CHILD: Please use this space to tell us anything else about your child you may feel relevant:

Return this copy to Extended School Manager/Office

EXTENDED SCHOOLS TERMS & CONDITIONS

Parents copy to keep for reference

1. **BOOKINGS:** All bookings can be made via 'School Money'. You will find the Extended Schools Clubs under the 'Clubs' tab.
2. **RISE & SHINE operates as a morning drop in service.** Although advance bookings are preferred for administration purposes. Parents may use this on-the-day service. (£5.00 per session).
3. **DISCOVERY:** Advance bookings are recommended to secure places (£14.50 per session). However last minute or on-the-day bookings are accepted, subject to availability. Last minute or on-the-day bookings will incur a higher fee (£16.00 per session). These sessions must be booked via telephone call - School Office **01932 348961 option 3**
4. **CANCELLATION NOTICE:** For safeguarding of your child .Please inform the Extended Schools Manager if you no longer require your booked session.
All cancellations must be made via telephone, Voice mail or email before 12:00 Midday (01932 348 961 option 3).
Cancellations after 12.00 midday will incur the session fee of £14.50.
5. ***Please note: The school office will not share reported absences with Rise & Shine or Discovery.oo***
6. **PAYMENTS:** Payments for Rise & Shine and Discovery must be via 'School Money.'
We accept Childcare Vouchers/GOV Child Tax free scheme: If you are paying using Childcare Vouchers or using GOV Child Tax free scheme, please call or email Miss Moore (Extended School Club Manager) on 01932 348 961 option 3 /nicki.moore@west-byfleet-junior.surrey.sch.uk, who will advise procedure for this payment.
We are unable to accept cash payments.
- 7.**REFUNDS:** Refunds will not be made for cancellations after 12:00 midday. Please note staff and resources are paid for in advance of all bookings.
Childcare Voucher: Please be aware that refunds may incur an admin charge when paying by vouchers due do administration for crediting.
8. **EXTRA CURRICULUM CLUBS (Late arrival for Discovery):** If your child is attending extra curricular After-school clubs i.e. Sport/Music/Coding or participating in a school Sporting Event or school trip, please inform Extended School Manager in advance so we are aware of when to expect the arrival your child.
9. **COLLECTION:** If an adult unfamiliar to the school is collecting your child, please ensure you have informed **DISCOVERY CLUB** in advance.
 - Children will not be released to any person under the age of 18 years unless parents have informed and made arrangements with Miss Moore in advance.
 - We will not release a child to anyone, other than those indicated on the Registration Form, unless the Extended Schools Manager has been advised otherwise.
10. **LATE COLLECTION:**
Please notify the club manager by 17:45 at the latest on: 01932 348 961 option 3
Occasionally unavoidable delay cannot be helped and although we are sympathetic to unforeseen circumstances, our professional and caring staff should not be taken for granted. Parents must make every effort to inform the club if they are running late and that other arrangement have been made for the collection of your child.

Late collection of children will incur a fee of £6.00 up to the first five minutes and £1.50 per minute thereafter.
Two members of staff will remain with the children at all times until all children have been collected.
11. **SAFEGUARDING:** We take our duty to safeguard children very seriously, if arrangements to collect a child are not fulfilled and we are not notified of any delay, we will endeavour to telephone the authorised additional contact numbers on file. If by 18:00, no arrangement has been made to collect a child, the Designated Safeguarding lead (DSL) will be informed.

12. FEES:

<u>Sessions</u>	<u>Fees:</u>	<u>Times</u>
Rise and Shine Breakfast Club: Pre-booked sessions	£5.00 per session Including Breakfast	Session runs from 07:25 – 08:30
Discovery After School Club Pre-booked sessions	£14.50 per session Including a snack	Session runs from 15:20 – 18:00
Bookings made on the day for: Discovery After School Club	£16.00 per session	
Discovery After School Club Late Collection	£6.00 - for up to first 5min £1.50 - per minute after	Pre booked session to be made via School Money

13. MEDICINE: Please refer to the School's policy on the Administration of Medicines to pupils - <https://www.westbyfleetjunior.org.uk>

14. MOBILE PHONES: Children who already have permission to bring a mobile phone to school must have the phone switched off and hand it to Miss Moore at the beginning of the club for security and safeguarding. Phones will be returned to the children when the parent has arrived to collect.

15. PERSONAL PROPERTY: Personal property is brought in at your own risk. Rise & Shine and Discovery cannot be responsible for damage, loss or theft .

16. RISE & SHINE AND DISCOVERY PROPERTY: Respect and proper use of all Rise and Shine and Discovery property and equipment is essential and must be maintained at all times. Parents will be informed of any damages caused and misuse of equipment.

17. BEHAVIOUR EXPECTATIONS: Exemplary behaviour is expected by all children using the Extended Schools provision. Any unacceptable, inappropriate or disruptive behaviour will not be tolerated. Continuous unacceptable behaviour by any child, will be reported to the Extended Schools Manager who will inform parents.

RISE & SHINE and DISCOVERY reserves the right to exclude any child from the club who behaves in a disruptive, unacceptable or an inappropriate manner as this may put other children at risk.

18. ENTRY & EXIT:

RISE & SHINE: From 7:25 - 8:30am

DISCOVERY: From 15:20 to 18:00 - On arrival at the main pedestrian gate, please press 'SCHOOL CLUBS' on the intercom to announce your arrival.

Please do not select the School Office as the office will be closed from 15:30

Any problem with entry please telephone 01932 348 961 option 3

19. SAFEGUARDING: Parents are not permitted to enter the OAKS building at any time.

20. GDPR/PRIVACY: Please refer to the school's Privacy Notice for Pupil Related Personal Data.



Miss N Moore

Extended Schools Manager

nicki.moore@west-byfleet-junior.surrey.sch.uk

Tel: **01932 348 961 option 3** available between 07.25—18:00



RISE & SHINE BREAKFAST CLUB and DISCOVERY AFTER SCHOOL CLUB
PERMISSION & AGREEMENT OF TERMS AND CONDITIONS :
Please sign below and return to Miss Moore



Please indicate permission as follows:

USE OF IMAGES: Activities may be recorded or photographed on designated school devices within the school setting
Please tick to give permission for photographs of your child to be used:

Published within school premises for display purposes: **YES / N O**

Publish on school website : **YES / N O**

PG CERTIFIED FILMS: On occasion a U or PG certified film may be shown for children to watch.

I give consent to my child watching a PG certified film: **YES / N O**

CRAFTS / COOKING / GARDENING / SEWING : On occasions the children will have the opportunity to take part in basic cooking and crafts where they may use sharp equipment (under supervision).

I give consent to my child taking part in cooking/crafts and use sharp Items under supervision: **YES / N O**

I confirm that I have read, understood and accept the Extended Schools Terms and Conditions .

CHILDS NAME :	(PLEASE PRINT)
Surname:	
First Name::	Know as:
Year Group:	
Class:	
NAME OF PARENT (please print):	
Signature:	

Please return this copy to Miss Moore (Extended School Business Manager)