



**Rise and Shine Breakfast
Discovery After School Club
Registration Form, Terms and Conditions 2020/2021
PLEASE COMPLETE ALL DETAILS IN BLOCK CAPITALS**



CHILD DETAILS:

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

PARENTS/CARERS DETAILS:

PARENT/CARER: _____ Relationship to child: _____
Address: _____ Postcode: _____
Mobile: _____ Home: _____ Work: _____
PARENT/CARER: _____ Relationship to child: _____
ADDRESS: _____ Postcode: _____
Mobile: _____ Home: _____ Work: _____
Who has Parental Responsibility?: _____

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, gluten free etc.)

PHOTOGRAPHS/PG CERTIFIED FILMS:

The setting uses cameras to record activities. Please tick to give permission for photographs of your child to be used: Within the School setting: School Website:

On occasion a PG or U certified film may be put on for children to watch. Please tick to give permission.
I consent to my child watching a PG certified film: YES NO

MEDICAL DETAILS:

Please give details of any medical requirements your child may have (e.g. Inhaler, EpiPen etc)

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 and 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 will make every endeavour to contact parents and seek permission by telephone should such an emergency arise.

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: _____

4. Name: _____ Contact Number: _____

If anyone arrives to collect my child who is not on this list, please do not let my child go with them.

Signed: _____ (Parent/Carer) Date: _____

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

COST OF SESSIONS: (from 1 September 2020)

Rise and Shine Breakfast Club	Session runs from 07:25 – 08:30	£4.50 per session
Discovery After School Club Pre-booked sessions	Session runs from 15:20 – 18:00	£12.50 per session
Discovery After School Club Bookings made on the day	Bookings made on the day	£14.00 per session
Discovery After School Club Late Collection	After 18.00	£5.00 (up to first 5 mins) the £1.00 per minute thereafter

EXTENDED SCHOOLS TERMS & CONDITIONS 2020/21
(Signed copy to be returned to the School Office)

1. **RISE & SHINE** Children must be signed in on arrival by parent/guardian/authorised adult.
2. **DISCOVERY** In order to guarantee availability, regular bookings should be made with payment settled in advance. We will offer flexibility whenever possible, but cannot guarantee the availability of places at short notice.
3. A regular booking is defined as a repeated day or days every week.
4. Bookings must be made on 'School Money' via the Clubs tab.
5. **DISCOVERY** Ad hoc bookings may be made, if places are available, however please note this will incur a higher fee. These sessions must be booked via the School Office.
6. Payments are to be made via 'School Money'. Childcare Voucher are accepted for these Clubs. Please inform Miss N Moore if paying with Childcare Vouchers. Cash payments will not be accepted.
7. Refunds will not be made for cancellations due to absence or sickness, except in exceptional circumstances and at the discretion of the Extended Schools Manager. Please note Staff and resources are paid for in advance of all bookings.
8. The Extended Schools Manager must be informed if your child will be attending an after school club prior to registering with **DISCOVERY**.
9. Parents are required to notify the Extended Club Manager as early as possible if a session is no longer required, for whatever reason, in order to maintain security and safeguarding levels. Late cancellations should be notified by telephone to the school office as emails may not be received in time. Contact details are as follows:
Miss N Moore
Extended Schools Manager
07510 328411 line available between 7.25am – 8.30am and 3.20pm – 6.00pm.
nicki.moore@west-byfleet-junior.surrey.sch.uk
or contact office@west-byfleet-junior.surrey.sch.uk
10. Children may not bring any toys, games or valuable items to the site, unless previously invited to by the Extended Schools Manager.
11. Mobile phones must be switched off and kept in school bags at all times whilst on site.
12. Exemplary behaviour is expected by all using the extended schools provision. Behaviour that is considered to be unacceptable and/or inappropriate will not be tolerated. Continuous disruptive behaviour by any person, child or adult, will be reported to the Extended Schools Manager and Head Teacher. **RISE & SHINE/DISCOVERY** reserves the right to exclude any person from the club who behaves in an inappropriate manner.
13. Respect for and proper use of all school property and equipment is essential and must be maintained at all times.
14. Children will meet at the Cookery room at 15.20 where a staff member will greet them. If any child does not report to the club, staff will search the premises in the first instance and contact the parents if not found.
15. Two members of staff will remain with the children at all times until all children have been collected.
16. Children must be collected from **DISCOVERY** by 18.00. The parent/guardian/authorised person must present themselves to a member of staff, where they will sign the collection register, before escorting the child from the club. Children will not be released to any person under the age of 18 years unless Miss Moore has been informed by parents.
17. **DISCOVERY** sessions end at 18.00. 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. If you are unavoidably detained please notify us immediately on **07510 328411**
18. Late collection of children will incur a fee of £5 (up to the first five minutes) and £1 per minute thereafter.
19. If an adult unfamiliar to the school is collecting your child, please ensure you have informed **DISCOVERY**.
20. 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 parent authorised additional contact numbers. If by 18.00 no arrangements have been made to collect a child, the School Designated Safeguarding Lead (DSL) will be informed. We will not release a child to anyone, other than those indicated on the Registration form, unless advised in writing to the Extended Schools Manager. Parents must make every effort to inform the club if running late.
21. All information exchanged between parents and extended schools will be treated with the strictest confidence.

RISE & SHINE BREAKFAST CLUB and DISCOVERY AFTR SCHOOL CLUB AGREEMENT:

I have read the Extended Schools Terms & Conditions and declare that I understand and accept all statements made. I agree to abide by the conditions laid out above.

Signed: (parent/guardian) Date:

Name (please print):.....

Name of child:.....

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(To be retained by parent/guardian)**

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