



Birdlip & Brimpsfield Playgroup

Breakfast Club

Registration Form

Child's Details

Name	Current year group	Date of Birth
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Parent/Carer Details

Name	Name
<u>Home Address</u>	<u>Home Address</u>
Telephone:	Telephone:
<u>Work Address</u>	<u>Work Address</u>
Telephone:	Telephone:
Mobile Number:	Mobile Number
Email Address	Email Address

Name of Doctor
Address

Alternative Emergency Contact Details (please provide details of at least one other person we can phone if we are not able to contact you)

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any allergies:
Please detail any dietary requirements:
Any additional information:

I wish to book my Child into Breakfast club on these days

Mondays		Tuesdays		Wednesdays		Thursdays		Fridays	
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- I consent to my child attending this club. I understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I will inform the Breakfast club if my child will not be attending the club on a day that he/she is booked into the club. Fees will still be charged if the club is not notified of absences
- I will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the Leaders.

I give permission for the named child to:	
▪ play in the school grounds with supervision	<input type="checkbox"/>
▪ take part in individual / group photos	<input type="checkbox"/>
▪ for photos to be used for promotion ie. Newspaper etc	<input type="checkbox"/>

Terms & Conditions

Birdlip Breakfast Club is open to all pupils attending Birdlip School.

Breakfast club is not run by the school, it is run by Birdlip & Brimpsfield Playgroup. Please do not contact the school office regarding Breakfast club bookings or cancellations, Please use the above email or mobile number to contact the club on.

Aim:

to provide a safe, supervised and stimulating environment for all the children.

Staffing Ratio:

There will be 2 members of staff on duty. The maximum number of children attending the club, unless in an emergency, will be 30.

Opening Times

Breakfast club opens at 0745am

Breakfast:

We will provide a breakfast consisting of cereal, fruit juice, and toast with a topping. Breakfast will stop being served at 8.25am

Access:

Parents are able to park in the village hall carpark before 8.15am to drop their child to Breakfast club, after 8.15am, Please Park on the roadside in front of the old office building. Please be aware the village hall carpark is for Birdlip school staff who will be arriving at the same times.

Terms and Conditions

1. I/we confirm that to the best of our knowledge the information provided on the registration form is accurate, and that I/we will inform the Breakfast club of any changes to it, including any changes in parent/carers status, e.g. in the event of parental separation.
2. I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy.
3. Where possible, sessions will be made available to meet your needs subject to the requirements on this form, There are limited places at Breakfast club, A leader will confirm your booking.
4. I/we understand that my/our child's records will be held on a computerised database and that this is kept in accordance with the Data Protection Act 1998, and that they will be used for no other purposes than Playgroup Business, and will never be passed onto third parties. I/we also agree to the registration form and any others, related to the child, being kept by the Playgroup for the period of time the child attends the Playgroup and a further 7 years this is for public liability reasons.

5. I authorise any photographs taken by Playgroup to be used, as stated on the registration form
Breakfast club Fees:

1. Non payment of fees, will mean your place has not been secured and may not be available, unless authorised by a leader
2. Late payment charges may be added to your fees, if fees are not paid on time
3. I/We agree to reimburse any bank charges incurred due to cheques being returned unpaid and to pay any and all legal costs for recovery of outstanding monies.
4. I/We understand that persistent late or non-payment may result in the immediate loss of my/our child's place.
5. I/We understand that fees are due in cases of illness or other absences from Breakfast club with the exception of any planned Playgroup closure (e.g. School holidays, Breakfast club only operate term times as specified by Gloucestershire County Council). Unless the club has been notified in advance.

Cancellation:

There will be no refunds/credits given due to absences unless it is the result of a closure day. Or Parents have informed the staff in advance.

Breakfast club fees are £5.00 per session

These fees can be increased at anytime

Bookings

Bookings can be made by contacting the Breakfast club leaders by email bbplaygroup@btinternet.com or by Text 07914091427.

A registration form must be completed for all children attending the club.

We recommend bookings be made on a regular basis, by contacting the Breakfast club leaders using the contact details above.

Once your days are confirmed, these sessions will be guaranteed until you give notice that you wish to cancel or amend your regular sessions. Please remember to let us know should you not need a session otherwise you will still be charged.

Invoices will be issued at the beginning of the following month of attendance . Please pay these promptly. Failure to do so will result in your child being excluded from breakfast club until the fees are settled.

1. In the event of emergency treatment being necessary, I/We agree to my/our child being taken directly to hospital, or being seen by the nearest doctor, on the understanding I/we have been contacted and are on our way to hospital

2. I/We understand that my/our child will not be admitted to Breakfast club if she/he is unwell, and I/We will keep them out of Breakfast club as required, according to the exclusion periods as advised by the medical practitioners or leaders. These periods are displayed in the information for Parents folder at and on the playgroup website. I/we will inform if my child is unwell and not attending breakfast club
3. I/We agree to collect my/our child if they become ill whilst at the Breakfast club,
4. I/We understand that the Breakfast club is only able to administer prescribed medicines.
5. In the event of my/our child requiring medication, as laid out above, I/we shall complete a Medication Form consenting to the breakfast club staff administering the child's medication as instructed by myself/ourselves, in accordance with the prescription. Medication will be given by a leader or Assistant, and a further witness will be present. Parents must sign this form prior to medication been given.
6. I/We understand that in the event of my/our child being prescribed antibiotics, which my/our child will not be allowed into Breakfast club for a period of 48 hours after their first dosage. This is to ensure that the risk of side-effects has already been eliminated. If a child is on antibiotics more than once for the same type of medication, then they may be let into Breakfast club after 24 hours but only if it is the same antibiotic.
7. I/We agree to the use of individually wrapped sterile adhesives (plasters) unless I/we have already indicated that the child has allergy to these.
8. I understand that should there be any incidents at the breakfast club involving my child, I will be informed of the situation

Personal Belongings:

I/We agree that no responsibility will be held for any loss or damage to my/our child's property. Every reasonable effort will be made by the Playgroup and its staff to ensure the children's belongings are not lost or damaged.

Agreement:

1. The policies & Procedures and these terms and conditions represent the entire agreement and understanding between yourselves and the playgroup. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.
2. Birdlip & Brimpsfield playgroup has the right to update or amend the policies & precedures and Terms and Conditions at any time.
3. I understand that the Playgroup and club's policies will apply breakfast club

4. To comply with a new data protection standard. We will only use your (including your child's) personal information to provide a childcare service to you. We'd like to keep sending you information about your child / our Playgroup (as relevant) by email/Facebook/phone/other (as applicable) but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child / our Playgroup. We will keep your information secure and will never share it except if required to do so by law.

By ticking this box, you are consenting to us continuing to holding and processing your data and sending you information. ☐

You can of course unsubscribe / ask us not to contact you by email / phone / facebook etc. at any time.

I have read, understood and will adhere to the policies & Procedures and the terms and conditions of the playgroup and, in signing this form, accept the conditions for my child to attend Birdlip & Brimpsfield Playgroup breakfast club

Signature of Parent/Carer.....Date.....

Please print name.....