

Fairfield Out Of School Club
fairfieldoutofschoolclub@hotmail.co.uk
Club Mobile 07519791142
PLEASE COMPLETE ALL SECTIONS

1. Child's Surname..... Forenames.....
2. Male ____ Female ____ Date of Birth..... Class:.....
3. Address
4. Telephone Number Email address.....
5. Father's Name Mother's Name
Father's Workplace National insurance number.....
Mother's Workplace National Insurance number.....
Guardian's Name (If applicable)
6. Emergency Contact – Please state where the under mentioned can be contacted by day in the event of an emergency. Please ensure that we have all the necessary telephone numbers. Home telephone number
Father Work..... Mobile.....
Mother work..... Mobile.....
Other relative - Name.....
Work..... Mobile.....
7. Family Doctor (Name, Address, Tel. No).....
8. Does your child have any known allergies or major dislikes e.g. certain food or materials?
9. Photograph of people you allow to collect your child/children.
10. Any other relevant information that you think that staff should be aware of?
.....
.....
11. Does your child have any medical problems?
12. Does your child have any special dietary requirements?
13. Religion.....

14. First language.....Is there any other language spoken at home?

15. Club Requirements

Afternoons – please tick

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Starting date required.....

Children MUST be collected from the club by 6:00pm at the latest. For children left in the club after 6:00pm a charge of twenty pounds per quarter of an hour will be required.

If you continue to arrive late, we may contact social services and/or give you 4 weeks notice to leave the club.

Whilst all due care and attention is given, we cannot take responsibility for cuts, bruises etc accidentally received in normal play. However, should your child require medical attention and you cannot be contacted, do we have your permission to obtain it?

Signed yes / no

Do we have your consent to use plasters, if needed for an injury?

Signed yes / no

I have read and agree to all the policies, rules and conditions of Fairfield Out of School Club and agree to pay the fees as set out in the prospectus / Welcome Letter, (After School Club £14.00 per session) including payment for any absence for example illness, closure and holidays taken during term time.

Fees are due on or before 26th (in order to clear by the end of the month for the month ahead)

If no payment is made by 1st of the month an email/letter/business card will be given as a reminder & asked to pay within 7 days.

If no payment after 7 days a 2nd reminder will be given, with a request to pay within 7 days.

If we have still not received the fees within the 14 days, from the 26th. We will start small claims court proceedings and give notice of one week to find alternative childcare.

If paying by childcare vouchers, I understand no refund can be given. I agree to give four weeks notice in writing when my child leaves for whatever reason, or the equivalent in fees. The notice fees need to be one full months fees.

I am also aware that the club at any time is able to give me four weeks notice to terminate this contract at its discretion. I am aware that it is the policy of the club not to administer any medicine.

I fully understand the fees policy above signed

I have read and agree to all the policies and procedures.

- Admissions
- Accident
- Health and Safety
- Child Protection
- Data Protection
- Health and Hygiene
- Food and Diet
- Food Allergen
- DBS Checks
- Behavior, Bullying and Discipline
- Equal Opportunities
- Evaluation of service
- Guidelines for collecting children
- Student Placement
- Settling in
- Additional Needs
- Staff and Employment
- Statement of purpose
- Social media
- Health and Safety
- Closure
- Complaints
- Coronavirus
- Confidentiality
- Medication
- Late fees
- Missing child
- Incident report form
- Significant report form
- Mobile phone
- Whistle Blowing
- Fire
- Key worker system
- Outings
- Operational Plan
- Prevent
- Risk Assessment
- Registration form
- Weather
- Welcome letter

I have completed the above to the best of my knowledge and agree to abide by the terms and conditions on this contract. I understand if I show any form of threatening behavior, violence towards any member of staff, I will be asked to leave immediately and no notice period will be given for such behavior. From time to time we may need to change our policies. If we do, you will be notified of the change.

Signed.....

Parental consent form to take children on outings

I.....Parent/Guardian

Of..... (Name of child in full)

I consent to my child being taken on outings in the locality of Penarth. I understand that while the staff in charge of my child will take all reasonable care of him/her, they cannot be held responsible for any loss, damage or injury suffered by my child which may arise during these outings. I consent to any emergency medical treatment necessary during these outings.

Signed.....Parent/Guardian.....(Name in full)

Date.....

Data Protection

We require your consent to allow us to take photos and use in various ways such as on our newsletters, school website, our prospectus, welcome letter, press publications, social media and to display on our notice board. We also need your consent to contact you or send you information such as newsletters, fees and session information via text message and email.

We also hold personal data about yourself and your child in line with the minimum standards set by CIW. This is stored in a locked filing cabinet. This information will only be used for its intended purpose and only Fairfield out of school club team have access to this. When your child leaves our club, we will hold the information until your child reaches 21 years of age. We will then destroy this information using a shredder or we burn it. The clubs data protection officers are Kara Oakley and Kirsty Clarke.

We do not pass any of your information on to any 3rd party without your consent. An exception can be made where there are requirements to report concerns about the welfare of wellbeing and safety of the child.

You have the right to access your information at any time and it can amend at any time.

We have a no mobile phone policy. This is for parents, staff and children, please do not use your personal phones on the premises this is to protect the children in Fairfield out of school club. Only club phones are used.

Please sign below to consent to the above terms and conditions in relation to the GDPR

Print NameSigned(PARENT/GUARDIAN)

Date.....

Managers of Fairfield Out of School Club

Signed..... (Mrs. Kara Oakley) Date.....

Signed..... (Mrs. Kirsty Clarke) Date.....

Registration form reviewed June 2023