

Bayston Hill After School and Holiday Club

**Child's Details**

Surname-	First names- (Underline the name by which your child is known)
Date of birth-	
Address-	
Telephone No-	Mobile No-
e-mail address -	
Nationality-	Religion-
Please state here any family customs or beliefs that may help us care for your child:	

**Legal Guardian Details - (delete as appropriate)**

<u>Parents or carers who normally live with the child</u>	Mother / Step-Mother / other Relationship:	Father / Step-Father / other Relationship:
Name:		
Place of work		
Address of work		
Emergency Contact Tel No-		
<u>Any parent or carers who are not living with child</u>	Mother / Step-Mother / other Relationship:	Father / Step-Father / other Relationship:
Name:		
Home address -		
Place of work		
Address of work		
Emergency Contact Tel No-		

**Additional information**

Please use this section to supply the name, address and contact details of any other adult who may collect your child, if different from above stating their relationship to the child. You will need to advise us in writing if you want anyone not listed below to collect your child.  
Use this space to advise us of any access / custody arrangements relevant.

**MEDICAL DETAILS**

Does your child have any known medical conditions, inc asthma? Yes / No (delete as appropriate)  
If yes please state here: Please complete an Individual Health Care Plan  
Does your child have any additional needs? Yes / No (delete as appropriate)  
If yes please state here: We will seek support from school unless you state otherwise.  
Does your child need regular medication? Yes / No (delete as appropriate)  
If yes, you will need to fill a Medication Form and Individual Health Care Plan

**Allergies:** Hay fever / Plasters /eczema /sun-cream / face paint / other:  
Please detail how this presents and what should be done in box at the bottom of the page. If severe please complete an Individual Health Care Plan.  
Dietary needs: (including religious customs)-

Immunisation; If your child has not received one or all of the available immunisations please list below which ones they have not received. -

**Doctors Details**

Name -  
Address -  
Telephone No-

**Medication, Health and Wellbeing:**

- We will only administer medication prescribed by a doctor accompanied by a completed Medication Form. However, if your child becomes suddenly ill during the day we will contact you for collection. Do you give permission to administer Calpol, if you cannot be contacted by telephone in cases of high temperature? Yes / No (delete as appropriate)
- We will administer first aid to your child, by a qualified First Aider, unless you state otherwise.
- In cases of an emergency, when prior consent cannot be obtained do you give consent for any medical or surgical treatment deemed necessary by a qualified medical practitioner? Yes / No (delete as appropriate)
- Please provide sun cream for your child, any changes of clothes, or personal items needed.
- Do you give permission for your child to receive support with intimate care, ie cleaning and changing your child, applying cream? Yes/No (delete as appropriate). You will need to complete an Intimate Care Agreement if they need help with intimate care and toileting.

Please state here any additional comments, special words, needs or family practices that may help us care for your child:

## Bayston Hill After School and Holiday Club

### **Additional Permission / Consent**

We have a full risk assessment for all activities; spontaneous activities will be assessed during the activity. We also complete a separate risk assessment for each outing or visit. By signing this form you give consent for:

- Your child taking part in supervised play both inside and outside within the school grounds.
- Your child taking part in supervised play outside of the regular premises during organised activities off site.
- Observations being made on your child; these will be shared with school. Your prior permission will be sought before sharing with outside agencies with exception of child protection (see safeguarding policy)
- We will use photographs of your child for observations, publicity e.g. in local newspaper, displays and training purposes, unless you state otherwise.
- We will use your child's photograph on our website and facebook, unless you state otherwise.

Please inform us in writing if you do not agree to any of these statements, or cross them out.

### **Disclaimers:**

Users of the Bayston Hill After School and Holiday Club are welcome to use the school car park for the drop off and/or collection of children. We would ask all users to be mindful that this is a working school car park and, as such, users should be extremely cautious at all times and keep their speed to an absolute minimum. Once collected your children are your responsibility.

Bayston Hill After School and Holiday Club accepts no responsibility for any loss or damage to cars parked in the school car park, or using the car park for drop off or collection of children, or for the contents thereof.

Please make sure you label your child's belongings as Bayston Hill After School and Holiday Club accepts no responsibility for any loss or damage to any school bags, uniforms or toys of the children who attend.

We are registered with Ofsted, Registration N<sup>o</sup>: EY395652

Please be aware that Bayston Hill After School and Holiday Club have a full set of statutory and good practice policies. If you would like a copy to view, please ask. All policies and forms will be available on our website.

If you have any comments, suggestions or complaints please do not hesitate to contact us. We have a complaints procedure and will treat all complaints with priority in compliance with Ofsted regulations.

I have read and understood the consent form and disclaimers and agree to comply with its contents.

Name of legal guardian-

Relationship to child-

Signature-

Date-

# Bayston Hill After School and Holiday Club

## Child Care Contract

Based at Oakmeadow CE Primary & Nursery School

Address: Longmeadow Road, Bayston Hill, Shrewsbury. SY3 ONU

Tel no = 01743 875028 open hours only.

Mobile number = 07979522197 (please text during school hours)

(01743 875020 School emergencies only)

E-mail: [tarajthomas@icloud.com](mailto:tarajthomas@icloud.com)

Registered with Local authority = OFSTED Birmingham Local registration No: EY395652

Insured by = KLF, renewable every 12 months - certificate on display

Postal address = 8, Davina Gardens, Bayston Hill, Shrewsbury, SY3 ONB. Home Tel N° 872016

- All sessions must be booked, either on the booking form, in person, via Facebook or by phone/text. You will receive a confirmation message booked sessions must be paid for. All sessions booked will be charged in full even if not attended.
- Sessions can be booked on a regular or occasional (one off) basis.
- Please pay in advance. You can pay weekly, monthly or  $\frac{1}{2}$  termly. You can pay via: cash, cheque, internet banking or child care vouchers.
- Fees will increase every January. We reserve the right to increase fees at other times with one months notice.
- Those booked in on a regular basis are required to give two weeks notice in writing if terminating this agreement; stating the reason for cancelling the contract.
- After school club will be closed during middle two weeks of summer holidays and over Christmas holidays (ask for dates).

### Bayston Hill After School Club agrees to:

1. Comply with all requirements of registration as laid down by the Local Authority, Ofsted and the Children Act 2005 relevant to out of school groups. Provide suitable developmental experiences appropriate to the age of the child named. Maintain appropriate insurance cover, including public liability. Comply with all requirements laid down by the insurance company. To have a notice board for parents with useful information.
2. To have a full set of statutory and good practice policies which are updated annually and include a complaints procedure. To make them available on request. That staff of Bayston Hill After School Club abide by policies and keep up to date with relevant training.
3. To Safeguard all children, whether they are in our care or not. Staff will maintain Safeguarding/child protection awareness.
4. Notify the parent/guardian of any accident or injury occurring whilst the child is in our care; providing First Aid by a qualified person.
5. Take in to account religious / dietary / cultural needs during activities and for snacks provided; to maintain Food Handling Certificates.
6. Only charge for sessions that have been booked. Give a months notice before putting up fees. Issue a receipt for payments received if required.
7. Inform parents as soon as possible if unforeseen circumstances prevent the child care being available to allow the parent to make other arrangements.
8. Manage the child's behaviour without the use of physical punishment in conjunction with parental support (see behaviour management policy). Be available to discuss with the parent/guardian the care of the child, to be arranged at a mutually agreed time if so required.

### The parent(s) / guardians agrees to:

1. Provide necessary information requested by Bayston Hill After School Club in connection with his or her registration and care. Also to notify any changes to that information. Provide written permission for child to leave with any adult not named on page 1.
2. Book sessions and pay the fees for sessions you have booked on a regular basis. Give as much notice as possible for any reason for non attendance and to pay for that session. Agree to an action plan for non payment of session fees to clear debt. Failure to comply with this contract is included in the 'fee collection policy'.
3. Give two weeks' notice in writing, if you wish to terminate this contract; advising us of the reason.
4. Arrive and collect the child on time. Contact us in cases of late collection. Pay additional charges if late.
5. Provide the following items: any snacks the child may want, a packed lunch for day care (considering a healthy balance of food), out door clothes suitable for weather including sun cream, spare clothes during day care, any toiletries or medication the child needs and complete any further relevant forms as requested.
6. Read policies relating to child care and abide by them. To make any comments, suggestions or complaints directly to Staff at BHASC.
7. Share information about family customs, religion, dietary / cultural needs to support care, progress and development of the child. To work in partnership with staff to support positive behaviour and seek further support from outside agencies if required for special need or behaviour as identified by staff.
8. Inform Bayston Hill After School Club of any medicine prescribed by the child's doctor and give written permission for such medicine to be administered, stating exact dose and time/occasion medicine is to be administered including time medicine was last administered.
9. Notify Bayston Hill After School Club of any accident injury child may have suffered since last session.

(Please note- once signed, this contract remains in force until a new contract is signed or until termination with written notice is satisfactorily completed.)

**I have read and understood this contract and agree to comply with its contents.**

Name of legal guardian-

Relationship to child-

Signature-

Date-