



# Booking Form for Contracted Sessions 2011 - 2012

ALL REGISTRATION FORMS MUST BE COMPLETED BEFORE A CHILD IS LEFT AT Swallows Childcare

**NAME OF CLUB:** SHARMANS CROSS/STREETS BROOK (please delete whichever does not apply)

**NAME OF CHILD:**.....**Date of Birth:**.....

Year group from September 2011: ..... Class:.....

Opening Hours: **Sharmans Cross** 7.30-8.45am & 3.30-6.00pm **Streetsbrook** 7.30-8.45 am & 3.15-6.00pm

I wish my child to attend at the following times and agree to pay the required fees one month in advance, please ✓ the appropriate boxes

DAY	SHARMANS CROSS					STREETS BROOK						
	7.30 – 8.45 am	Please tick if breakfast is required	3.30 – 4.30 pm	4.30 – 5.30 pm	5.30 – 6.00 pm	COST PER DAY	7.30 – 8.45 am	Please tick if breakfast is required	3.15 – 4.15 pm	4.15 – 5.15 pm	5.15 – 6.00 pm	COST PER DAY
	£4.50		£4.00	£4.00	£3.00		£4.50		£4.00	£4.00	£3.00	
<b>MONDAY</b>												
<b>TUESDAY</b>												
<b>WEDNESDAY</b>												
<b>THURSDAY</b>												
<b>FRIDAY</b>												

ARRANGEMENTS TO BEGIN ON:.....

The above fees apply to contracted care only. Non-contracted, late pick up or 'casual' attendance will be charged at an additional **£1.00 per morning session**, and an additional **£1.00 per hour or part hour for the afternoon session on top of the normal hourly rate.**

Please note that sessions are to be paid for monthly in advance and there is no refund available, this applies if you do not require any of the sessions you have pre-booked, if we are forced to close by SMBC due to adverse weather conditions or your child is absent due to a school trip.

**Sessions may not be transferred.**

Additional sessions will require a 'Change of Contract' form unless booked as ad-hoc.

Four weeks written paid notice applies when cancelling sessions or terminating the contract.

Please tick if you would like to receive your invoice via email  Email address:.....

**THIS SECTION TO BE COMPLETED BY SWALLOWS STAFF ONLY**

**YOUR TOTAL WEEKLY FEES =**

## Record of Information about a Child

**THIS FORM MUST BE COMPLETED BEFORE A CHILD IS LEFT WITH THE CLUB**

Child's Full Name.....

Name to be used at club.....

Home Address.....

.....Post Code.....

Telephone No .....Date of Birth.....Gender.....

Child's First Language .....Religion.....Place in Family .....of.....

1. Name of principal Parent /Carer who has legal contact and parental responsibility: .....

Work Telephone No/Place of Contact .....

Mobile Telephone No .....Email .....

Relationship to Child .....

2. Additional name of Parent/Carer who has legal contact and parental responsibility:.....

Address if different from child's.....

Telephone Number / Place of Contact:.....

Mobile Telephone No .....Email .....

Relationship to Child.....

Please state the name of the person the child normally resides with.....

**Name of Person/s who is authorised to collect the child other than parent listed above:**

.....

Relationship to child (if relevant).....

Is this person under the age of 16 years? Yes  No

**Signature of Parent/Carer**, where the person collecting the child is under 16 years of age:.....

### **Emergency Contacts**

1. Person's Name .....

Relationship to Child.....Tel Number.....

2. Person's Name.....

Relationship to Child.....Tel Number.....



**In order for us to provide a fully inclusive service for your child please provide the following information.**

White British		Traveller of Irish Heritage	
Irish		Any other white background	
Gypsy/ Roma			
Mixed – White and Black Caribbean		White and Asian	
White and black African		Any other mixed background	
Asian or Asian British		Pakistani	
Indian		Any other Asian background	
Bangladeshi			
Black or Black British		African	
Caribbean		Any other Black background	
Chinese			
Any other ethnic background			

<b>Does your child have any special educational need that we should be aware of?</b>	
<b>No special educational need</b>	
<b>Early Years Action /School Action</b>	
<b>Early years Action Plus / School Action Plus</b>	
<b>Statement</b>	
<b>Any other information regarding special needs</b>	



# Parental Consent

Name of Child .....

**Photographs using the Swallows Childcare camera**  
*(please refer to the Parents' policy pack for full details.)*

**Data Protection Act 1998:**  
 The club will not use the personal details or full name (first name and surname) of any individual in a photographic image, on our website or in any other printed material without consent. Generally, images of individuals will not have an accompanying name in the text or a photo caption; if a name is used in the text, we will not use a photograph of that individual unless specific permission has been granted.

**Press/media release work.**  
 The club will notify parents and obtain separate permission before speaking to the press/broadcast media concerning any content featuring their child/ren.

Please tick

<ul style="list-style-type: none"> <li>I do not wish my child to be photographed.</li> </ul>	
<ul style="list-style-type: none"> <li>I give consent for my child to be photographed during sessions, for displays, planning and key worker files only</li> </ul>	
<ul style="list-style-type: none"> <li>I agree that photographs may be used for displays, planning, key worker files, internal publicity, Swallows Club website, advertising and information leaflets.</li> </ul>	

## Offsite and Face Painting Consent

<ul style="list-style-type: none"> <li>I give permission for my child to be taken for local walks outside the school premises by Swallows staff.</li> </ul>	
<ul style="list-style-type: none"> <li>I give permission for face painting using a reputable brand name.</li> </ul>	

## Parental Guidance (PG) DVD CONSENT

Swallows Childcare will ensure that the content of all DVD's are appropriate for the age of each child. However with such wide ranging ratings given to child focused films such as Toy Story and Spy Kids, permission is required to allow parental guidance to be passed to Swallows staff.

I give permission for my child/children to watch DVD's with a PG rating as deemed appropriate by Swallows Childcare staff.

I do not wish for my child/children to watch any DVD's with a PG rating whilst at Swallows Childcare

Name of Parent/carer.....

Signature.....



# Emergency Medical Treatment Form

**\*This form must be taken with the child in the event of hospital treatment\***

Child's Name .....

Date of Birth.....

Child's Medical Number .....

Immunisations given.....

Child's Doctor / Address / Tel. No .....

.....

Any Particular Health or Medical Conditions / Allergies

.....

.....

Special Dietary Requirements .....

Any medical procedures prohibited by family beliefs? .....

.....

## Medical Treatment Consent Form

I give my consent to Swallows Childcare to seek emergency medical advice or treatment for my child..... (child's name) and/or take my child to the nearest Accident and Emergency Unit to be examined, treated or admitted as necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to the hospital.

A member of staff from Swallows Childcare will accompany my child and stay with them until my arrival.

I understand that every effort would be made by staff of Swallows Childcare to contact me.

**Signed**.....**date**.....

**Parent/carer name**.....

## Contract between Parents/Carers and Swallows Childcare

### **Fees** *(please refer to the Parents' policy pack for full details.)*

The club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents/carers respect its policy in respect of fees.

- Fees are payable in advance as notified by the Club, fees not paid on the due date as stated on the invoice may incur a £5.00 charge. If payment remains unpaid further costs may be incurred.
- The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the club being forfeited.
- Full fees are payable throughout the school terms, when the Club is open. This includes contracted sessions when the child does not attend due to illness, parent's holidays or any other reason
- No fees are payable outside the school term time, for bank holidays in school term time, or for school Inset days if you do not require the service.
- Care in addition to contracted hours, will be charged at the ad hoc rate per hour or part thereof. Collection after 6.00 p.m will incur a charge of £5 per 15 minutes or part thereof.
- When fees are reviewed, any alternations will be notified well in advance. You as the signatory to this contract are responsible for paying your fees on time, and it will be a breach of this contract if fees are not paid by the due date. Bank charges arising in respect of dishonoured or represented cheques, whatever the reason, must be reimbursed to the Club. In addition an administration charge of £20 will be levied by Swallows Childcare whenever a cheque is not met.
- Four weeks **written and paid** notice is required if the parent wishes to end their contract.

### **Arrivals and Departures** *(please refer to the Parents' policy pack for full details.)*

The club operates Monday through Friday from the end of school to 6:00pm. Parents are asked to please collect their children upon or before 6:00pm. We are not insured to care for the children after this time and therefore will not be covered for any accident or incidents. Any parent picking up their children after 6:00pm will be documented and parents will be charged £5 per hour or part thereof. If a parent/carer knows that they will be late they are asked to notify the club. Repeated late arrival will be a breach of this contract and may lead to exclusion from the Club. We understand that sometimes there are special circumstances, so staff members will be flexible to assist parents wherever possible if something unexpected arises.

Under normal circumstances, your child will not be allowed to leave with anyone who is not documented on our contact list. Therefore should you wish someone else to collect your child, it is necessary for you to inform the club in advance and in person. If you are unavoidably delayed, you must telephone and speak to the Swallows Childcare Team who will make specific arrangements with you.

**Note:** Should unfavourable domestic issues arise, please resolve the matter of collecting your child as the Club cannot legally prohibit any parent from collecting their child – unless there is legal documentation.

### **Absence /Holidays**

We would appreciate as much notice as possible if your child is not going to attend sessions, including notice of holidays. It is also essential that parents inform staff of their child's attendance at a school led club.

**Whilst all reasonable care will be taken, Swallows Childcare cannot take responsibility for loss or damage to clothes or any other property brought into Club.** Clothes and all other property should be marked with your child's name.

**Safeguarding Children** – We operate a Safeguarding Children policy, and in this regard we work closely with the Local Authority. As with all child carers, our organisation is obliged to report any concerns about the welfare of children. Staff members have the obligation to report concerns included in their contract of employment.

#### **DECLARATION BY THE PARENT/GUARDIAN:-**

I confirm that I have received a Policy pack and confirm that I accept the information contained within, I have also read and agreed the information above and understand this document constitutes a legal contract for childcare and that both parties are bound by its provisions.

#### **Contact agreed by parent/carer**

Signature .....Name.....Date.....

#### **Contact agreed on behalf of Swallows Childcare**

Signature .....Name.....Date.....