

BEAUMONT BREAKFAST AND AFTER SCHOOL CLUB

GRIFFINS REGISTRATION FORM

School year September 2021 to 2022



**Beaumont
Primary
School**

A Learning Community Partnership

Child's name (separate form for each child registered)	Date of birth	Year group
Address:		
Parent's email address for all correspondence:		

Please provide **at least two telephone numbers** of people authorised to collect your child or to be contacted in the event of any emergency arising while they are attending the club. *The first number listed should be the main parent / carer who is completing the registration.*

Authorised contact name	Relationship to the child	Telephone number

Does your child have any allergies – Yes / No (if yes, please provide details)

Details of any allergy	Actions required if affected

Does your child take any regular medication which they will take while at Breakfast of Afterschool club – Yes / No (if yes, please provide details)

Details of any medication	Dosage / Need for refrigeration etc.

Please provide any additional information you feel we should know regarding your child

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Beaumont Primary School

Griffins Breakfast & After School Club - Terms and Conditions 2021/2022

Registration conditions:-

All parents are required to sign this registration form and agreement prior to their child accessing either the breakfast and after school club. By signing, all parents acknowledge that they have read these terms and conditions and understand that they are binding. There is a one-off non-refundable registration fee of £20 per child.

Bookings and Cancellations:-

Places at each session are booked on a 'first come, first served' basis taking account of an adult/child ratio.

All bookings should be managed through your child's ParentPay account at least 24 hours in advance of when the place is required. Likewise, cancellations must be made at least 24 hours in advance of when a booking is not required. You will be charged for any bookings not cancelled in line with this requirement.

In exceptional circumstances, you telephone the School Office to request a same day session. Only if the maximum limit of pupil numbers has not been reached will the office staff be able to release such a place for your child. Bookings taken through the school office will only be processed when the account is in credit.

No bookings / cancellations will be arranged via telephone communication with the Club Manager.

Charges :-** (***the times listed are the standard hours but subject to change in emergency circumstance*)

Breakfast club is open from 7.30am until 8.50am and is based in the Reedham Room and the School Hall. The price is £6 per child per session and is inclusive of all activities and food provided.

After-school club is open from 3.10pm (KS1) / 3.15pm (KS2) through to 6.15pm and is based in the Reedham Room, School Hall, Playground and Back Play Area. The price is £13.50 per session and is inclusive of all activities (including any teacher-led sessions) and food provided.

There is no sibling discount.

The school reserves the right to withdraw a session due to emergency circumstances (e.g. school closure for snow). In such circumstances, you will be refunded for a pre-booked session(s) occurring during such times of enforced closure.

However, if you have made a booking but decide within the preceding 24 hours of it being required that your child will not attend for whatever reason, you will still be charged. Please note the cancellation process on ParentPay in the event you wish to cancel a previous booking prior to the preceding 24 hours.

Additional charges :-

If your child is not collected by 6.15pm at the latest, an additional charge of £10 for each block of up to 15 minutes will be added to your ParentPay account (i.e. you arrive at 6.16-6.30pm = £10 additional charge; you arrive 6.31-6.45pm = £20 additional charge; you arrive at 6.46-7pm = £30 additional charge etc). Whilst we accept that travel difficulties sometimes arise, 2 members of staff are required to stay until the last child is collected and they must be paid for this additional time beyond their contracted hours of work.

If late collection occurs more than 3 times in an academic year, a child will not be allowed to attend the provision for 6 weeks.

Payment and refunds:-

Payment must be made via your child’s ParentPay account at the time of booking any sessions. Therefore, you must check in advance of making any booking that the ParentPay account is in credit. Sessions booked which have not been paid for will be automatically cancelled by the online system.

Refunds are only available against booking cancellations received at least 24 hours in advance of when any booking was required.

Collection / Signing in and out :-

For safeguarding, every time your child attends breakfast or after school club, you will be asked to sign them in and out of the register. *Only the people listed above in your Authorised Contact list are authorised to collect your child*, therefore if you need to amend your arrangements permanently, please complete a new registration form. In the event of a temporary change if you plan for somebody else to collect your child (e.g. another parent, friend), you must provide a password to that person, which the Club Manager has agreed with you on the day this arises when you call to inform of the change of authorised person. *Under no circumstances will your child be sent home with any other person unless we are in contact with you on the day in question to amend your authorisation in line with this password system.*

Exclusions :-

The school reserves the right to refuse or exclude any child if, in the Head Teacher’s opinion, that child is incompatible with the general wellbeing and safe running of the club. In this instance, no refund will be given; any cost incurred, including any damage, will be passed on to the parents / carers who will be responsible for the collection of their child from the club.

Concerns :-

Should you have any concerns regard your child’s time at Beaumont Breakfast and Afterschool Club, please speak in the first instance to the Club Manager. If you are not satisfied with the action taken, please speak to the Head Teacher. We will investigate your concerns and respond as quickly as possible.

Data and Child Protection :-

The personal information requested on our booking form is required to allow the staff to provide appropriate out of school care. The information will only be used in line with our GDPR data protection policy. You should inform us of any changes in personal information including home address, emergency contact details and medical information.

Consent and declaration :-

By signing below, you consent to:-

- Beaumont Breakfast and Afterschool Club staff administering first aid to your child if required;
 - Beaumont Breakfast and Afterschool Club staff seeking medical treatment on behalf of your child if required.
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I confirm that I have read the terms and conditions outlined in this document and agree to follow its policies and procedures.

Signed:

Date:

Name:

(please print)

Registration Form



I wish to register my child for the following wraparound care.

Child's name :- _____

Year group (in September 2021) :- _____

Please circle each day which applies

Day	Breakfast club ¹		
Monday	Yes	No	Ad hoc ²
Tuesday	Yes	No	Ad hoc ²
Wednesday	Yes	No	Ad hoc ²
Thursday	Yes	No	Ad hoc ²
Friday	Yes	No	Ad hoc ²

Day	After-school club ¹		
Monday	Yes	No	Ad hoc ²
Tuesday	Yes	No	Ad hoc ²
Wednesday	Yes	No	Ad hoc ²
Thursday	Yes	No	Ad hoc ²
Friday	Yes	No	Ad hoc ²

1. I understand that subject to staff / child ratios, Griffins will retain a space based on this registration, however that any regular daily requirement remains subject to my paying in advance for the place through Parentpay.
2. I understand that any ad-hoc requirement request will always have to be subject to availability on the specific day rather than any commitment by Griffins / Beaumont to provide a regular space.

I will pay a one off registration fee through my child's ParentPay account. []

I wish to use tax free childcare vouchers for part / full payment of any fees. []

- My workplace childcare voucher provider is
 - Or
 - My child's government tax free childcare account reference is:
- <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Signed : date :