

HIGHWOOD BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION BOOKLET



New from September 2018

REGISTRATION DETAILS

Please fully complete these registration pages to enable us to meet the needs of your child.

Child's Forenames.....

Child's Surname.....

Male/Female (please circle)

Name s/he would like to be called in the club

.....

Home address.....

.....

.....

.....

Date of Birth..... Age.....

School attended

Full name of First Parent/Carer

.....

Telephone: Home..... Daytime.....

Mobile.....

Full name of Second Parent/Carer

.....

Telephone: Home..... Daytime.....

Mobile.....

Please give details of any allergies e.g. foods, plasters, etc.

.....
.....
.....
.....

Please give any other information about your child that may be useful to staff:

.....
.....
.....
.....

Please circle yes or no for each statement

I have read and understood the terms and conditions and agree to them. Yes/No

I agree to the above named child receiving emergency medical treatment. Yes/No

I give permission for the above named child to take part in and travel to activities away from the club premises.

Yes/No (Permission will be sought for each visit)

I give permission for my child to have his/her face painted. Yes/No

Signed (Parent/Guardian):

..... Date.....

Full name (BLOCK CAPITALS).....

TERMS AND CONDITIONS OF MEMBERSHIP

Breakfast club

1. The Breakfast Club will be open to children between the ages of 3 - 11 years, and every effort will be made to include all children providing that the needs of the group are not compromised.
2. A Breakfast Club session will cost **£3** per session per child per day which will include breakfast.
3. The Breakfast club is open from **7.45am** until the start of the school day. Children should not be dropped off early and must be signed in by a parent/carer.

After School club

1. The After School Club will be open to children between the ages of 3 - 11 years, and every effort will be made to include all children providing that the needs of the group are not compromised.
2. An After School club session will cost **£8.80** per session. The children will be provided with a drink and a light Tea.
3. The club is open from **3.10pm to 6pm**. Half sessions are available to **4.30pm** at a cost of **£5.50**, which includes a fruit snack. Priority will however be given to children wanting full sessions.

Payment

1. Termly booking sheets are issued at the end of each term. Payment is required in **advance** for the following month. i.e. Payment for September should be made by 31st August and payment for October should be made by 30th September etc. Bookings will be confirmed once the first month's payment has been made. Your child will not be able to attend the club until payment has been made.
2. No refunds can be given for cancellations for booked sessions for sickness or holidays unless at least a week's notice is given to admin@highwood.wokingham.sch.uk.
3. Ad hoc bookings may be accepted but must be paid for in advance prior to your child attending the club. If payment is not made we will contact you to pick your child up.
4. Children should not be picked up late. If children are not collected by 6.00pm a fine of **£10** will be incurred. A further £10.00 will be due for every 10 minutes that you are late in collecting your child. Non-payment of fees could result in losing your place at the club.
5. If children are not collected by 6.30pm without contact from you to explain the delay the local Children's and Families team will be contacted.
6. Children will not be allowed to leave the club unattended without previous agreement between the Supervisor and their parent/carers.
7. The Supervisor will keep all parents/carers informed of any behaviour issues that arise during the club as appropriate.
8. The school and staff will not accept any responsibility for any damage or loss of personal belongings. It is recommended that children do not bring valuable items to the club for this reason.
9. Payment can be made online, via SCOPAY which is the preferred method, in cash or by childcare vouchers.

PHOTOGRAPHY CONSENT FORM

PLEASE NOTE: FAILURE TO RETURN THIS FORM WILL MEAN YOUR CHILD WILL NOT BE ABLE TO TAKE PART IN ANY PHOTO SHOOTS AT THE SETTING

I (name) _____
of (address) _____

Contact telephone numbers(s): _____

Being the person(s) having parental responsibility for
(child's name) _____

I agree to

I do not agree to

The child being photographed by a photographer (including a newspaper photographer) at or
In connection with Highwood After School club.

Please tick the correct box

I agree to

I do not agree to

The image of the child contained in any photograph produced being used in connection with
any publicity relating to the setting.

This could include, for example;

- The settings prospectus
- Booklets on admissions to the setting
- Displays within the setting

I understand that by agreeing to this I agree to the child's name being used in any caption or
article used with the photograph as appropriate.

**I understand that if and to the extent that any resultant photograph constitutes personal
data within the meaning of the Data Protection Act 1998 my/our consent operates as
consent, on behalf of the child, required by the act, but only for the purpose indicated
above.**

Signed _____ Date _____

For children to complete:

Hello!

I am pleased to hear that you are coming to the Breakfast/After School club. To make sure that this Club is as much fun as possible I would like it if you could answer a few questions so that I know what you like and dislike (you can write, draw pictures or ask someone else to help). I look forward to meeting you soon.

The Highwood play workers.

What type of things do you like to do indoors?

What types of things do you like to do outdoors?

What types of things don't you like to do?

Please complete a booking form for required sessions available from the school office.

If you have any queries regarding either your booking or the club please contact Helen Westall in the school office on 0118 9265493 during school hours. If you have any queries during the club please see one of the play workers.



Ofsted registration number: 131809