



Cheddon Fitzpaine Church School

Stay & Play Club

Registration, Consent & Finance Form

Academic year 2016 – 2017

Child's Name (in full)		
Child known as		
Date of Birth		
Name of Parent(s)/Carer(s)		
Telephone Numbers	Daytime 1	
	Daytime 2	
	Mobile 1	
	Mobile 2	
Child's Home Address		
Name, Telephone Number and Address of person(s) regularly collecting child if different from above.	1	
	2	
Name and Telephone Numbers of Emergency Contacts other than Parent(s)/Carer(s).	1	
	2	
Name, Telephone Number and Address of Child's Doctor.		
Name, Telephone Number and Address of Other Professionals associated with your child.	1	
	2	



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<p>Does your child have any medical conditions or allergies we should know about? Please give details (including reactions/treatments).</p> <p>If medication is required, please ask a member of staff for an Administering Medication form.</p>	
<p>Does your child have any specific dietary needs?</p> <p>Please give details.</p>	
<p>Does your child have a specific food preference, such as a dislike for tomato sauce. These will be met as far as is practical.</p> <p>Please give details.</p>	
<p>Please use this opportunity to tell us anything about your child you think will help them settle into the Stay and Play Club, e.g. any particular likes, dislikes, fears etc.</p>	

It is your responsibility to keep us updated of any changes to the information supplied above.

In the event of an emergency, we will attempt to call the Parent(s)/Carer(s). If we are unable to contact you, we will then call the named Emergency Contacts.

I declare that the information above is correct and complete.

Date	Name	Signed	Relationship with Child

Please be advised that our Stay and Play Club is a registered provision and as such, you may be able to claim up to 80% back of your childcare costs under the Childcare Element of the Working Families Tax Credit.



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- Should any urgent matters of concern arise, I give permission for my child to be given emergency treatment as necessary and/or contact to be made with the appropriate medical/health/social services authorities.
- **I agree that my child can be photographed/videoed by the Stay and Play Club and that any photographs/videos may be used for a time period of up to three years from the date of this form. These images will not be used for any other means.**
- I agree that the photographs/videos can and may be used for a variety of uses and information outlets, including:

Photo to be used on...	I consent that my child's photo may be used on... (please tick)
Displays	
Publications	
Magazine articles	
Press releases	
Website	
Advertising	
Twitter feed	

- **I give permission for members of staff employed at the Stay and Play Club to carryout and record observations on my child in order for them to respond to my child's individual needs and to plan activities to support his/her development. I understand that these observations are confidential and will be shared with only myself. However I do give permission for these to be shown to professionals such as Ofsted Inspectors, if requested.**

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.

Agreement: I have read and understood this form and give the permissions therein contained. (This agreement is covered by the laws of England and Wales.)

Name of Child	
Name of parent/carer	
Signed:	
Date:	



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BOOKING, PRICING AND INVOICING INFORMATION

BOOKING

Booking forms are issued around week 3 of the half term and a paper copy will be sent with each child currently attending Stay & Play. An electronic copy is available on the school website and paper copies are also available from Club or outside the Office. We can only accept paper copies.

As the Club is over-subscribed, bookings are taken on a first come, first served basis. For any bookings that cannot be fulfilled at the time of booking, the child's name will be entered onto a waiting list and parents advised if places become available. Bookings are confirmed by email and you will be advised of any sessions that have not been booked.

INVOICING

All invoices will be issued in arrears, at the of or over the school holiday at the end of the charging period i.e. Autumn 1 invoices will be issued before or over the October half term. Payment MUST be received by the date stated on the invoice, usually the first Thursday of the new half term. The Club will accept payment by cheque (made payable to the Bath and Wells Diocesan Multi Academy Trust), cash or by Childcare vouchers (please refer to your Employer and the Club Administrator for further details of schemes which we are registered with.)

If payment is likely to be delayed, it is essential that agreement is obtained from the Club Manager or the Club Administrator. Any invoices outstanding without agreement, after payment date will be subject to a late payment fee as specified in the Finance Policy.

Should an invoice not be settled and a late payment invoice has been issued, your child will not be able to attend Stay & Play Club until full payment is received.

You are also permitted to pay as you go during the half term; please see the Club Administrator for details of outstanding amounts and to make payment.

Invoices are issued by email unless otherwise requested. It is important that the Club has your up to date email address and that you check for your invoice at the end of half term periods to ensure that you are aware of payment being due.

Session Prices:

- Breakfast: £2.25
- After school until 4.30pm: £4.25
- After School from 4.30pm until 6.00pm : £4.50
- After school until 6.00pm: £8.75

UNATTENDED SESSIONS

Any sessions that are booked but unattended will be charged in full UNLESS a minimum of 24 hours notice is given to cancel, unless your child is absent from school due to sickness or a medical appointment. The member of staff taking any cancellation will note date on register for the Administrator to note on the financial spreadsheet.



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I confirm I have read and understood the above Pricing and Invoicing Information

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Name of child/ren

.....
Name of parent/carer

.....
Signature of parent/carer

.....
Current email

.....
Date