



Streetsbrook Childcare

Streetsbrook Infant & Nursery School, Ralph Road, Shirley, West Midlands, B90 3LB
 Tel: 0121 744 5245 Email: childcare@streetsbrook.solihull.sch.uk

For office use only:
 Date received _____
 Added to registers
 Discount
 Added to invoice system
 Added to waiting list
 Total weekly fees:
 £ _____
 Settling in sessions booked

BOOKING FORM FOR CONTRACTED SESSIONS TERM-TIME ONLY 2014 – 2015

ALL REGISTRATION FORMS MUST BE COMPLETED BEFORE A CHILD ATTENDS STREETS BROOK CHILDCARE

NAME OF CHILD:..... Male Female D.O.B:.....

Year Group in Sept:..... Arrangements to begin on:(date)

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.

	Breakfast Club	Wraparound Day Care Full or Part-Time Sessions					Free Education Place <small>* see attached leaflet</small>	After School Club			
	BEFORE SCHOOL 7.30 - 8.45am including breakfast until 8.15am	FULL DAY 7.30am-6.00pm including hot lunch & evening meal	SCHOOL DAY 8.45am-3.15pm including hot lunch	MORNING WRAPAROUND 8.45am-12.15pm including hot lunch	LUNCH CLUB ONLY 10.45am – 12.15pm including hot lunch	LUNCH CLUB ONLY 11.45am – 1.15pm including hot lunch	AFTERNOON WRAPAROUND 11.45am-3.15pm including hot lunch	9.00-12.00am Monday to Friday or 12.15-3.15pm Monday to Friday or 8.45am-1.45pm on 3 days or 7.30am-3.00pm on 2 days	1 st hour 3.15pm – 4.15pm to include a snack	2 nd hour 4.15pm – 5.15pm	Last part hour 5.15pm – 6.00pm
	£4.75	£47.15*	£31.45*	£18.25	£5.75	£5.75	£18.25	<small>Please indicate which sessions you require</small>	£4.20	£4.20	£3.15
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											

* Discount available if booking a full time place:

School Day booked Monday to Friday..... £29.80 per day

Full Day booked Monday to Friday £44.72 per day

Please note: Lunch Club is an option only available for Nursery children who wish to partake in a lunch before or after their School Nursery session

The above fees apply to contracted care only. Non-contracted, late pick up or 'ad hoc' attendance will be charged at an additional £1.00 per morning session, and an additional £1.00 per hour or part hour for the after school hour sessions on top of the normal hourly rate. Ad hoc wraparound sessions are charged at £20.00 per session

- Please note that **all 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 or illness.
- **Sessions may not be transferred.**
- Four weeks written paid notice applies when cancelling sessions or terminating the contract.
- All sessions are subject to availability

Please provide monthly printed invoices via club
 Please email monthly invoices to this email address:

Record of Information about a Child

THIS FORM MUST BE COMPLETED BEFORE ANY CHILD IS ACCEPTED AT STREETS BROOK CHILDCARE

Child's Full Name..... Gender M F

Name to be used at club (e.g Catherine known as Katy)..... Date of Birth.....

Home Address.....

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

Home Tel No Child's First Language

What other languages does your child speak at home?.....

Place in Familyof..... Religion..... Is there a court order for the child? Yes No

1. Name of principal Parent/Carer:..... Please tick if you have Parental Responsibility

Relationship to Child Mobile Tel No

Work Place of Contact:.....

Work Telephone No: Email

2. Name of principal Parent/Carer:..... Please tick if you have Parental Responsibility

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

Relationship to Child Mobile Tel No

Work Place of Contact:.....

Work Telephone No: Email

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

Are you working with any agencies or professionals i.e. Family Support/Social Worker? Please give details:

.....

Name of other person/s who are authorised to collect the child other than those listed **above:**

.....

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

Is this person between the age of 14 and 16 years? Yes No

If Yes, please sign: **Signature of Parent/Carer**

PASSWORD:

Please provide a password which will be requested from those persons listed above or in an emergency when somebody not authorised arrives to collect your child and are unfamiliar to staff, thank you. Please note, if staff have not been notified of this change, staff will attempt to contact you to confirm this arrangement.

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

Name of Child

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			

Does your child have any Special Educational Needs that we should be aware of?		Please tick
No Special Educational Need		
Early Years Action /School Action		
Early years Action Plus / School Action Plus		
Statement		
Any other information regarding special needs		

Parental Consent

Name of Child

Photographs using the Streetsbrook Childcare camera

<p>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.</p> <p>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.</p>	
Please tick	
I do not wish my child to be photographed.	
I give consent for my child to be photographed during sessions, for displays, planning and key worker files only	
I agree that photographs may be used for displays, planning, key worker files, internal publicity, Streetsbrook Childcare website, advertising and information leaflets.	

Offsite Permission

I give permission for my child to be taken for local walks outside the school premises by childcare staff.	
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Face Painting Consent

I give permission for face painting using a reputable brand name.	
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Parental Guidance (PG) DVD CONSENT (applicable to Before & After School sessions only)

Streetsbrook 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 Streetsbrook Childcare staff.

I give permission for my child to watch DVDs with a PG rating as deemed appropriate by Streetsbrook Childcare staff.	
I do not wish for my child to watch any DVDs with a PG rating whilst at Streetsbrook Childcare.	

Name of Parent/carer.....

Signature.....

Emergency Medical Treatment Form

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

Name of Child

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?

.....

Please tick

I will administer a high factor, high quality single-use sun cream for day long protection.....

In the event of a cut or graze, I agree for first aid plasters to be used

Additional information about your child that you would like staff to be aware of.....

.....

.....

Medical Treatment Consent Form

I give my consent to Streetsbrook 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 Streetsbrook Childcare will accompany my child and stay with them until my arrival. I understand that every effort would be made by staff of Streetsbrook Childcare to contact me.

Signed.....Date.....

Parent/Carer name.....

Contract between Parents/Carers and Streetsbrook Childcare

Streetsbrook Childcare is operated by Streetsbrook Infant & Nursery School

Fees

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 has financial implications in order 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 service, 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 6.00pm will incur a charge of £5 per 15 minutes.
- 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.
- Four weeks **written and paid** notice is required if a parent wishes to end their contract or permanently cancel sessions.

Arrivals and Departures

The club operates Monday through Friday from 7.30am. 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 15minutes. 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 Streetsbrook Childcare Team who will make specific arrangements with you. The password system will then come into operation.

Note: Should unfavourable domestic issues arise, please resolve the matter of collecting your child as Streetsbrook Childcare 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, Streetsbrook 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 – Streetsbrook Childcare abides by the school's Safeguarding Policy. 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.

Policies – Streetsbrook Childcare abides by the school's policies; copies of which are available from the school office, or the school website.

DECLARATION BY THE PARENT/GUARDIAN:-

I confirm that I have 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.

Contract agreed by Parent/Carer

SignatureName.....Date.....

Contract agreed on behalf of Streetsbrook Childcare

SignatureName.....Date.....

Copies of this contract will be issued to all parties