

OFFICE USE ONLY

Added to Registers

Payments Set Up



Breakfast and After School Club Registration Form

2023/24

Child's Name: _____

Class: _____

Year: _____





Early Birds and Night Owls

Early Birds and Night Owls

Barnes Farm Schools

Child Details

Child's Name		
D.O.B		
School BFIS <input type="checkbox"/> BFJS <input type="checkbox"/>	Class	
Main Language spoken at home:		
Does your child have any special needs/disabilities?	No	Yes – Please give details
Does your child have any medical requirements/conditions?	No	Yes – Please give details
Does your child require any medication that will need to be administered at the Clubs?	No	Yes – Please give details and ensure attached form is completed in full
Does your child suffer from any allergies? (Please check allergens list in Parent/Carer Information Pack)	No	Yes – Please give details
Does your child have any specific dietary requirements?	No	Yes – Please give details
Will you be paying via Childcare Vouchers? (Please see list in Parent/Carer Information Pack)	No	Yes – Please give details

Any other relevant information that you feel we should know about your child - please give details.

For children attending Barnes Farm Infant or Junior School who have a Medical or Dietary Care Plan, a copy will automatically be given to EBNO staff. Please sign below to give your consent for this. Care Plans and any medication to be administered need to be given to EBNO staff before your child can start attending EBNO. I consent to Early Birds and Night Owls staff holding a copy of my child's Individual Care Plan

Name: _____ Signed: _____



Early Birds and Night Owls

Contact/Family Details

Who has parental responsibility for the child?	
Who does the child live with?	
Family Address	
Parent/Carers Name	
Parent/Carer Contact Details	Home: Work: Mobile: Email:
Parent/Carers Name	
Parent/Carer Contact Details	Home: Work: Mobile: Email:
Does your child have any siblings?	
Siblings name/s and DOB	

Name/s of person/s authorised to collect your child

Name	Relation to child	Contact numbers

Emergency Contact Names and Details

Please give three names, addresses, and telephone numbers additional to the above people and their relationship to the child:

These people should be contacted in the event of an emergency if anyone named previously is unavailable.

Name	Relation to child	Address	Contact numbers



Early Birds and Night Owls

CONSENT FORM

EMERGENCY MEDICAL NEEDS

In the event that my child is involved in a serious accident I expect to be contacted immediately via the telephone numbers I have given.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Child's name:

Signed:
(parent/carer)

Date:

Print name:

CONSENT FORM

PHOTOGRAPHIC CONSENT

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Early Birds and Night Owls Clubs we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

- Electronic and printed displays and exhibitions at the Club (e.g. photos of activities)
- Observation and assessment
- Club records of my child
- To accompany staff or student coursework
- Website for Club
- Promotional material for the Club
- Local newspaper or magazine

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer. I understand that there will be no payment for my child's participation.

Child's name:

Signed:
(parent/carer)
Print name:

Date:



Early Birds and Night Owls

Permission to administer medicine

Child's name:	Date of birth:
Child's address:	
Parent/Carer's contact no:	
Doctor's name:	Telephone no:
Address of surgery:	
Reason for medicine:	
Name of medicine:	Storage requirements:
Dosage:	
Times to be administered:	

I give permission for medicine to be given to my child in accordance with the details above.

Parent/Carer's signature: _____ Date: _____

Parent/Carer's name: _____

- Staff at the Early Birds and Night Owls Clubs will only be permitted to administer medication to your child if you complete and return this form.
- Under no circumstances will members of staff administer medication against the will of a child.
- We can only administer prescription medication if it has been prescribed for the child in question by a doctor, dentist, nurse or pharmacist. Note that we can only administer medication containing aspirin if prescribed by a doctor.

If you have any questions, please contact the school office.

Barnes Farm Schools

Child's name:

Contract with Parents/Carers

We would ask that parent/carers read, agree to and sign the following information and criteria before accepting a place at Early Birds and Night Owls Clubs. Once signed and handed in to staff, a copy will be sent home for your records.

Parent/Carer's Name

Child's
Name

Club Procedures

- I consent for my child to attend Early Birds and Night Owls Clubs. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and agree to abide by them.
- I understand that Early Birds and Night Owls Clubs adhere to the policies of Barnes Farm Infant School.
- I understand that any changes in policies will be communicated to me immediately.
- I understand that children attending Early Birds and Night Owls Club must be on role at either Barnes Farm Infant School or Barnes Farm Junior School.
- I understand that I must complete and sign the registration form before my child attends Early Birds and Night Owls Clubs.
- I am aware that all staff supporting in Early Birds and Night Owls Clubs treat all the children in their care with equal concern and in doing so respect each child's religious persuasions and meet each child's specific needs with regard to their ethnic origin, cultural and linguistic background, gender or disability.
- I understand that Early Birds and Night Owls Clubs is a play setting and that whilst my child is there Early Birds and Night Owls Clubs is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Early Birds and Night Owls Clubs he/she will be in the care of Early Birds and Night Owls Clubs until collected and signed out by an authorised person over the age of 16 years old.
- If my child attends Barnes Farm Infant School or is in year 3 or 4 at Barnes Farm Junior School, the adult dropping off at breakfast club will accompany them into the building and sign them in. Children in years 5 and 6 may come into the club unsupervised if club staff are in agreement with the parent/carers.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- It is my responsibility to keep the school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I understand I will be required to give all the names and contact details for all adults who may collect their child from Night Owls on the registration form. If for some reason an adult who is not detailed on the registration form will be collecting your child, advance notification **MUST** be given.

- I accept that my child may take part in messy activities while at Early Birds and Night Owls Clubs. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Early Birds and Night Owls Clubs closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Club Leader as soon as possible.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Early Birds and Night Owls Clubs will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Early Birds and Night Owls Clubs try to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I understand that an adult or persons aged 16+ will need to bring my child to the club and collect them. Staff will not allow any persons under the age of 16 to collect my child.
- If there are any accidents or incidents at Early Birds and Night Owls Clubs involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Early Birds and Night Owls Clubs will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- I understand that if my child may require any medication whilst attending Early Birds and Night Owls Clubs (i.e. asthma inhalers, Epipens etc.) this must be detailed on the registration form.
- I understand that medication cannot be given without a copy of an individual care plan and signed permission.
- I understand that any ad-hoc medicines to be administered will need to be agreed by the Club Lead and that I will need to sign that I give consent.
- I understand that it is my responsibility to ensure that the medication I supply is in date.
- I understand that all medication should be clearly labelled with my child's name and dosage required. (In the event of medication be given at Early Birds and Night Owls Club, parents/carers will be notified).
- I give consent for Early Birds and Night Owls Club to seek necessary emergency advice or treatment if necessary.
- I understand that I am required to give details of dietary requirements and allergies on the registration form and inform the SENCO if circumstances change.
- I understand that Early Birds and Night Owls Club operates on the same policy as Barnes Farm Infant School in terms of child illness. If my child is unwell and does not attend school, they may not attend Breakfast or After School Club. If my child becomes ill while at Early Birds and Night Owls Club, I understand that every effort will be made to contact me and I will collect my child as soon as possible.
- If I will be collecting my child from either the Barn or Owlets, I understand that all children will be taken to the Owlets Classroom after 5:55pm for collection.
- I understand that my child will not be allowed to use a personal mobile phone while attending either club. I understand as a parent/carer I am not permitted to use my mobile phone while in either club.
- I understand that I need to access the clubs via the red gates leading to the Infant Reception playground. Information held by Early Birds and Night Owls Clubs regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that all staff who support at Early Birds and Night Owls Clubs are aware of the Child Protection Procedures for Barnes Farm Schools and will report any concerns to the safeguarding lead/deputy.
- I understand that if I wish to make a complaint, I should in the first instance request an appointment with Mrs Robinson.

Payments

- I understand that I will be charged a fee if I collect my child late from After School Club. (If you have requested a place until 5pm, you will be charged £4.00 per 15 minutes starting from 5:05pm until 6pm when a higher rate charge will occur).
- If I have requested a place until 6pm and am late, I understand that charges will occur from 6:05pm and will be charged at a rate of £10 per 15 minutes (subject to change) to cover the costs of the staff who are legally required to supervise my child.

- Full fees will be payable if my child is absent from either Breakfast or After School Club as the fee secures their place which will not be available to other - **this includes illnesses including Covid**. If the school has to close the Breakfast and/or After School Club for any reason the cost of this session will be credited to my account.

Club Expectations

- I understand that aggressive and abusive behaviour towards staff or other children will not be tolerated.
- I am aware of and have read Barnes Farm Schools **Behaviour Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club if unacceptable behaviour persists.
- I understand that any incidents of negative behaviour (i.e. hurting staff or other children, using inappropriate language, behaviours that impact negatively on other children's wellbeing or any other aggressive or abusive behaviours) will be discussed with parent/carers at the earliest convenience.
- I understand that a support plan will be agreed to help my child improve their behaviour at club if necessary. If negative behaviours continue, I understand that my child will no longer be able to attend the club. This will be at the headteacher's discretion.
- I understand that in line with the Chelmsford Learning Partnership policy, that if my child breaks something intentionally, I will be asked to contribute towards a replacement.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____ Date: _____

