



**THE SOUTHWATER JUNIOR ACADEMY**

**BREAKFAST AND AFTERSCHOOL CLUB**

**This form should only be completed if you require a place at SJC.** PLEASE REMEMBER TO ADVISE US OF ANY CHANGE TO THE DETAILS GIVEN BELOW SO THAT WE CAN ENSURE OUR RECORDS ARE ALWAYS UP TO DATE.

|                         |              |
|-------------------------|--------------|
| <b>CHILD'S NAME</b>     | <b>CLASS</b> |
| <b>DATE OF BIRTH</b>    |              |
| <b>NAME OF SIBLINGS</b> | <b>CLASS</b> |

**CONTACT INFORMATION**

|  |   |
|--|---|
| <b>PARENT / CONTACT 1</b><br><b>NAME</b><br><b>RELATIONSHIP</b>  | <b>PARENT / CONTACT 2</b><br><b>NAME</b><br><b>RELATIONSHIP</b>                         |
| <b>HOME ADDRESS</b>  | <b>HOME ADDRESS</b>   |
| <b>TELEPHONE NUMBERS</b><br><b>HOME</b><br><b>WORK</b><br><b>MOBILE</b><br><b>EMAIL</b>                                | <b>TELEPHONE NUMBERS</b><br><b>HOME</b><br><b>WORK</b><br><b>MOBILE</b><br><b>EMAIL</b> |
| <b>ANY OTHER PERSON WHO MAY COLLECT YOUR CHILD</b><br><b>NAME</b><br><br><b>ADDRESS</b><br><br><b>TELEPHONE NUMBER</b> |   |

**EMERGENCY CONTACT NUMBERS**

**(PLEASE GIVE DETAILS OF PERSONS WHO COULD BE CONTACTED IN AN EMERGENCY OTHER THAN PARENTS)**

|   |   |
|---|---|
| <b>CONTACT 1</b><br><b>NAME</b><br><b>RELATIONSHIP</b>                  | <b>CONTACT 2</b><br><b>NAME</b><br><b>RELATIONSHIP</b>                  |
| <b>HOME ADDRESS</b>   | <b>HOME ADDRESS</b>   |
| <b>TELEPHONE NUMBERS</b><br><b>HOME</b><br><b>WORK</b><br><b>MOBILE</b> | <b>TELEPHONE NUMBERS</b><br><b>HOME</b><br><b>WORK</b><br><b>MOBILE</b> |

## MEDICAL DETAILS

FAMILY DOCTOR

ADDRESS OF SURGERY

TELEPHONE NUMBER

MEDICAL INFORMATION

PLEASE DETAIL ANY ALLERGIES OR ILLNESSES OR ANY MATTER THAT YOU FEEL WE SHOULD BE NOTIFIED ABOUT

PERMISSION TO GIVE EMERGENCY FIRST AID YES / NO

### IMPORTANT NOTE

IF YOUR CHILD REQUIRES MEDICATION TO BE GIVEN IN THE BREAKFAST AND/OR AFTER SCHOOL CLUB, SEPARATE MEDICAL FORMS WILL NEED TO BE COMPLETED. IN ACCORDANCE WITH THE ACADEMY'S POLICY NO NON-PRESCRIPTION MEDICATION CAN BE GIVEN

### SUNCREAM

In the event of hot weather may staff apply suncream to your child? YES / NO

### SPECIAL DIETARY NEEDS

PLEASE ADVISE DETAILS OF ANY SPECIAL DIETARY NEEDS THAT YOU CHILD HAS

ANY OTHER INFORMATION THAT YOU WOULD LIKE US TO BE AWARE OF?

### PHOTO PERMISSION

**YES**, I give my consent for pictures to be taken and used in the SJC for displays/promotions

**NO**, I do not give my permission for pictures to be taken.

## TERMS AND CONDITIONS

### BOOKING A PLACE

Places may be booked a half-term in advance. Allocation of places will be given on a first come first served basis, and future priority will be given to siblings of existing registered families. We appreciate that there will be times when additional or emergency bookings may need to be made and we will endeavour to accommodate every request; this will however be subject to maintaining staff ratios and therefore we ask that as much notice as possible is given.

### FEES & CANCELLATIONS

Unless otherwise agreed, fees are payable in advance.

On receipt of a completed booking form, an invoice will be issued for the half-term which is payable in advance to Southwater Junior Academy, by cash, cheque or via ParentPay. To secure a place now for your child, payment of a non-refundable holding deposit of 50% of the first half term's fees can be made immediately, which will then be deducted from your first half term's invoice. If fees are not paid we assume you no longer need the place and will offer it to the next child on the waiting list.

Additional sessions must be paid for at the time of booking.

There is no reduction in fees for your child's absence and cancelled sessions are non-refundable. Where a permanent place is no longer needed, parents are required to give a minimum of four term-time weeks written notice. Any fees that have been paid for sessions beyond the notice period will be refunded in full. If for any reason we require you to withdraw your child we will give you at least one month's written notice, except for cases of extreme inappropriate behaviour as detailed below, where immediate withdrawal may be necessary.

In the unlikely event that SJC cannot open for operational reasons, such as staff shortages, cancelled sessions will be refunded in full. Refunds will not be given when the club cannot open due to poor weather conditions and when the school is closed.

For children not collected by the closure time of 6:30pm, a late collection fee will be charged to cover costs of staff who are legally required to supervise.

### HOLIDAYS

We will charge only for 39 term time weeks per year. We will not open on school Inset Days and we do not charge you for sessions that fall on Inset Days.

Any occasional holidays during normal attendance times are charged as normal to keep the place open as we remain committed to maintaining staffing levels.

### DIET

If your child has any food or other allergies, please ensure that these are specified on the Registration Form. If there is anything else that we should know about your child, please use the space given on the form to provide details. At breakfast we offer non-sugary cereal or toast with a modest amount of preserves. After school we offer a fruit snack and then a light 'healthy' tea with water and 'no added sugar' squash daily. Snack-time information will be displayed weekly. From time to time the children will bake and eat a special treat for themselves. We never use nuts.

If you would like to bring in a treat for your child's birthday please let the Supervisor know beforehand. **As we are a Nut Free academy it is very important NEVER to supply anything that contains nuts or nut products due to potentially fatal allergies and the inherent risks to children's health. If your child brings their own snack or packed tea, please ensure it contains NO NUT products.**

### ILLNESS

Children should not attend club if they are not well enough to be in school, or for 48 hours after a bout of sickness or diarrhoea. No refunds are given for days when a child is away due to sickness. Parents must inform us as soon as possible, especially if the illness is contagious or presents a risk to pregnant mothers, so we can alert others. Children with contagious diseases **must not** be brought to school until cleared by a Doctor.

Should children become seriously ill whilst at club, parents are notified to collect them or arrange for them to be collected at the earliest opportunity by an authorised person.

Our staff can only give medication if it has been prescribed by a registered Doctor and with the prior written consent of parents stating exact dosages and times to be administered. We keep records in our medication record

book. If your child cuts him/herself, a hypoallergenic plaster will be applied if necessary and a record kept in our accident book.

### **EMERGENCIES**

In the very unlikely event of an emergency, we reserve the right to have any child taken to hospital. Every effort will be made to contact the parents or other carers as soon as possible. Until the parents or carers join the child, we will always authorise any and all medical and surgical interventions deemed necessary by appropriately qualified health experts. Parents are asked to sign an authorisation at the time of registration. **It is vital that we have up-to-date contact details, especially mobile numbers.**

### **BEHAVIOUR MANAGEMENT**

We expect the same standard of behaviour from the children as is expected in school, particularly in terms of the respect that is shown to each other, adults and academy property. In extreme or persistent cases of inappropriate, rude or aggressive behaviour, we reserve the right to immediately, and without notice, stop attendance of the child without a return of fees.

### **COMPLAINTS PROCEDURE**

Should you have reason to complain please ask to speak to the supervisor. He/she will make every effort to resolve any problems and share the outcome with parents or carers.

**Return of the Registration Form and Fee indicates your acceptance of these terms and conditions.**