

CHILD'S PLAY AT TIMU ACADEMY TRUST

Booking Form

Child's name:

Breakfast sessions start from 7:30am (breakfast is served until 8:00am)

All afternoon sessions start at 3:15pm and run until 4:45pm or 6:00pm.

Fees per session: breakfast £3.75 / 3:15pm - 4:45pm = £7.00 / 3:15pm - 6:00pm = £9.25

(Please tick the sessions that you require below)

	7:30 - 8:30am	3:15 - 4:45pm	3:15 - 6:00pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

****If you work to a shift pattern, please request our shift pattern booking form****

Breakfast will consist of a variety of cereals, toast and fruit juice/squash. Cooked items are also available on selected days.

Snack menus after school differ each day and could include toast, sandwiches, French bread, wraps, hot dogs, beans on toast, fresh fruit etc.

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Payments should be made via the school gateway at <https://login.schoolgateway.com/0/auth/login>.

Please also supply a password to be used for occasions when someone else will be collecting your child from any of the sessions:

Signed:
(parent/carer)

Date:

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Photograph Permission Form

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 Child's Play 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/Carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please select for consent)

Yes /No Displays and exhibitions at the Club

Yes /No Website for School and Trust

Yes /No Promotional material for the Club

Yes /No Observation and assessment

Yes /No 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)

Date:

Print name:

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Parent/Carer's Contract

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Child's Play at Iwade School. 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 I agree to abide by them.
- I understand that Child's Play is a play setting and that whilst my child is there Child's Play at Iwade School 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 Child's Play at Iwade School he/she will be in the care of Child's Play until collected and signed out by an authorised person.
- 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.
- I agree to pay promptly for all booked sessions whether my child attends or not (e.g due to illness or holidays), unless I have made other arrangements with the manager. Payments which remain outstanding after the date specified on each invoice will incur a late payment charge as stated in the Child's Play policy information, held on the TIMU academy website.
- Persistent late payment may result in the termination of this contract.
- It is my responsibility to keep the club supervisor informed of any alterations to the information regarding my child (e.g contact details, medical conditions, allergies etc).
- I accept that my child may take part in messy activities while at Child's Play. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Child's Play closes at 6:00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by the agreed booked session time, I understand that I will be charged an additional fee to contribute to the costs of the two staff that are legally required to supervise my child. The payment charges are stated in the Child's Play policy information, held on the TIMU academy website.
- 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, or arrange alternative collection arrangements. I understand that Child's Play will follow its **Non-collection of Child Policy** and contact Social Services.
- Whilst Child's Play endeavours 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.
- I have read the school's **Behaviour Policy** and agree to its terms and appreciate that in some circumstances it may be necessary for the club to withdraw my child's place.
- If there are any accidents or incidents at Child's Play 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. 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.
- We adhere to the new privacy law GDPR, which contains new provisions intended to enhance the protection of children's personal data, in particular, privacy notices and parental consent for online services offered to children.
- Information held by Child's Play 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 Services and health care professionals.

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

Signature: _____

Date: _____

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Registration Form

Child's Details

Date of Registration:

First name:	Surname:	Date of birth:
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Primary Parent/Carer details

Second Parent/Carer details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does the child normally live at this address? Yes / No			Does the child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No			(If yes, please provide details on separate sheet.)		

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any known medical problems/additional needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Please detail any medical needs your child has/medication taken: (please provide full details)
Sun protection: I am happy for my child to have sunscreen applied at Child's play and will provide a labelled sunscreen with my child's name for use at the club.

Signature of Parent/Carer

Date:

This Consent will remain valid whilst your child is in the care of Child's Play.