

**Benthal Primary School**

**Playcentre Registration Form**

***CONFIDENTIAL INFORMATION***

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF CHILD** | **DATE OF BIRTH** | **GENDER** | **MEDICAL CONDITIONS** |
|  |  | **M/F** |  |

|  |  |  |
| --- | --- | --- |
| **NAME OF PARENT** | **ADDRESS** | **TELEPHONE NUMBERS**  **(WORK/HOME/MOBILE)** |
|  |  |  |
|  |
|  |
|  |  |  |
|  |
|  |

**NAME OF DOCTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCTOR’S NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of an emergency, we may need to take your child to hospital. By signing this form you agree to any emergency medical treatment deemed necessary. Play staff will make every effort to contact you if this situation arises.

**WHO IS AUTHORISED TO COLLECT YOUR CHILD?**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TELEPHONE NUMBER/S** | **RELATIONSHIP TO CHILD** |
|  |  |  |
|  |  |  |
|  |  |  |

**PLEASE AUTHORISE TWO OTHER ADULTS WE CAN CONTACT IN AN EMERGENCY**

|  |  |
| --- | --- |
| **NAME:** | **NAME:** |
| **ADDRESS:** | **ADDRESS:** |
| **TELEPHONE:** | **TELEPHONE:** |
| **RELATIONSHIP TO CHILD:** | **RELATIONSHIP TO CHILD:** |

**ANY OTHER RELEVENT INFORMATION (E.G. ALLERGIES, SPECIAL NEEDS, RELIGIOUS/CULTURAL REQUIREMENTS ETC)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COLLECTION ARRANGEMENTS**

**Can your child leave the centre/go home alone? YES / NO**

(This arrangement can only be made for children over 9 years of age with prior agreement with the school)

**I GIVE PERMISSION FOR MY CHILD TO LEAVE PLAYCENTRE ALONE ON THE FOLLOWING DAYS:**

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

**TRIPS / OUTINGS AND PHOTOGRAPHS**

As well as organising trips to places of interest we do take children out locally, for example to the park and to the cinema. By signing this form you agree to allow your child to go on local outings and for photographs to be taken that may be used in our newsletter or on the school’s website.

**I GIVE PERMISSION FOR MY CHILD TO ATTEND LOCAL TRIPS/OUTINGS YES / NO**

**I GIVE PERMISSION FOR MY CHILD’S PHOTOGRAPH TO BE TAKEN/USED YES / NO**

**DECLARATION**

By signing this, I agree to the following:

* I consent to any emergency medical treatment that is deemed necessary for my child
* I will collect my child promptly at the end of each session
* I will notify a Senior Playworker of any changes to the information provided
* I understand that my child’s place may be withdrawn if I do not follow the agreed procedures

Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Benthal Primary School Playcentre**

**Contract for Academic Year 2020/2021**

**OPERATIONAL TIMES:**

Playcentre will operate five days a week, Monday – Friday, 3:30 – 6:00pm.

**BUBBLE GROUPS:**

Children will remain in Year group bubbles within Playcentre with an allocated playworker in line with our Risk Assessment, therefore places are limited for the Autumn Term and are initially reserved for working parents and Key workers.

**DAYS ATTENDING:**

Please tick the days you would like your child to attend (subject to availability and are filled on a first come first served basis):

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

**FEES:**

The fee for Playcentre is **£12** per day - £60 for a full week. Children who are registered with the Learning Trust as eligible for Free School Meals qualify for a reduced rate of £7 per day - £35 for a full week.

**Fees must be paid at least one week in advance.** If fees are not paid in advance, the School Business Manager will inform the parent/carer that the child/ren’s place has been withdrawn until advance payment has been made.

**Absence Charges:**

Children not attending Playcentre on their chosen night/s will still be charged.

If a child or parent/carer is sick, the charge will apply at the normal fee rate per session.

**Late Collection:**

By joining Playcentre, you agree to collect your child on time. If your child is collected after 6:00pm, you will be charged at £1.00 per minute. In addition to this, the following procedure will be carried out:

* **1st Late:** Verbal warning given to the person collecting the child. The person collecting the child will be required to sign the late book to confirm that warning has been received.
* **2nd Late:** Written warning given to person collecting child. Person collecting child will have to sign late book to confirm warning has been received.
* **3rd Late:** Child/ren will be suspended from play centre for one day. This will become active with immediate effect; child /ren missing next scheduled day.
* **4th Late:** as above, but two day suspension
* **5th Late:** Child/ren will be suspended for the remainder of the half term. Parent/carer will have to attend a re-joining meeting before child/ren can return to play centre.
* **6th Late:** Contract will be terminated. If parent/carer wishes to re-join, they will have to re-apply by completing a new application and will have to join the waiting list. The decision to allow re-joining will be down to the Extended Schools Manager.

**TERMINATION OF CONTRACT:**

The contract may be terminated by Benthal Primary School if any of the terms and conditions are broken by the parents.

The contract may be terminated due to consistent / extreme poor behaviour or falling behind on payments.

The contract may be terminated if fines incurred due to late collection are not paid within a week.

Any abuse of staff (physical or verbal) by any adult representing your child will lead to your child’s place being terminated.

The contract may be terminated by the parent / carer (with no cost incurred) if two weeks written notice is given. If no notice is given, the cost of two weeks fees will be charged to the parent / carer. The child’s Playcentre place will be suspended if arrears of two weeks occur.

This agreement is subject to review every term and is binding to both parties until that time.

I/we agree to the terms and conditions of registration of the Playcentre.

Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extended Schools Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_