



School's Out
Standard 13

Email: schoolsout@elmscot.co.uk
www.elmscot.co.uk/schoolsout

Tel: 0161 980 0488

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN THIS FORM TO
SCHOOL'S OUT, 149 STOCKPORT RD, TIMPERLEY, CHESHIRE WA15 7LT

SCHOOL'S OUT

BEFORE & AFTER SCHOOL CLUB REGISTRATION FORM

Child's Full Name			M/F	
Date of Birth			Age	
Year Group			Class	
Parent/Carer Name				
Address				Postcode
Contact Telephone	Home	Mobile	Work	
Email	FOR NEWSLETTERS AND E-BULLETINS			
Work Address				

Additional Emergency Contact:		Please tick which Club to register with:	
Name		APS	<input type="checkbox"/>
Contact Telephone		Bollin PS	<input type="checkbox"/>
Relationship to child		Bowdon CS	<input type="checkbox"/>
		Cloverlea PS	<input type="checkbox"/>
		Heyes Lane IS	<input type="checkbox"/>
		Navigation PS	<input type="checkbox"/>
		Well Green	<input type="checkbox"/>

Please indicate any: (use additional sheet if required)		How did you hear about School's Out?	
Medical conditions		You already knew us	<input type="checkbox"/>
Allergies/Intolerances		Recommendation	<input type="checkbox"/>
Additional Need/Food Requirement		Leaflet/Information from School	<input type="checkbox"/>
		Advertisement	<input type="checkbox"/>
		Banner outside Club	<input type="checkbox"/>
		Mailing	<input type="checkbox"/>
		Internet (which site?)	<input type="checkbox"/>

Sessions Required (please tick)	Required Start Date				
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Before School (if Heyes Lane, please state whether Early/Later start time)					
After School (if a split session: APS, Bollin PS Bowdon C/S, or Well Green PS please state long/short session)					

*Please Note: APS, Bollin PS, Bowdon CS, Navigation PS and Well Green only are served meals at breakfast and tea-time.

Parent/Carer Signature

I have legal parental responsibility for the above named child. I have read and accept the Terms and Conditions of School's Out, which are found both in the Breakfast and After School Handbook and on the reverse of this Registration Form. This includes a minimum notice period of one month or the remainder of the half term whichever is longer for **any cancellation or reduction** to the days booked.

Signature

Date

REGISTRATION FOR SCHOOL'S OUT

Registration forms must be completed and returned before a child can be considered for entry into the Club. All booked places must fit in to the normal session times.

Breakfast Club & After School Club: Parents must book a half term in advance and pay on booking.

Holiday Club: Parents should book in advance to avoid disappointment and payment must be received with the Registration Form.

Late bookings: Booking on the day/are very welcome subject to availability.

CONFIRMATION OF BOOKING

We will confirm all advance bookings made up to 2 weeks before Club starts in writing. Later bookings cannot be confirmed in writing.

CANCELLATIONS

School's Out require one month's written notice to cancel or postpone a place in the Breakfast and After School Club **otherwise full fees are payable**. Once a Holiday Club Registration Form has been received, cancellation of any session will be subject to charge for that session:

14 Days Notice = 50% Refund <14 Days Notice = **No Refund**

Cancellation of an 'on the day' or late notice booking is subject to full charge at the Directors' discretion. We are unable to swap sessions. Extra/late bookings are subject to availability and must be paid for separately. Payment is required immediately for extra sessions.

COLLECTION/DROP-OFF OF CHILDREN

Parents MUST sign the Signing-in and Signing-Out books. School's Out requires that parents inform the club if they are going to be late collecting their child to ensure there is sufficient staff cover. If children are not collected before the official club closing time it will be necessary to make an extra charge of £10/15min, payable on the spot. Repeat late collection will lead to expulsion from the club. This will be at the discretion of the Directors.

ABSENCE

Please inform us of any absence before 2pm on the day in question to avoid concerns over missing children. Once a place is booked, fees are payable irrespective of absences.

HOLIDAYS

School's Out will close on all Bank Holidays and Public Holidays.

PAYMENT OF FEES

Breakfast & After School Club: Fees are required half-termly in advance by cheque. Invoices will be issued half-termly and will include any additional payment, which will be due immediately. There is a late payment penalty of £2 per day payable on fees received after the due by date as specified on your invoice. This penalty applies to all fees, including ad-hoc sessions and late pick up charges. We reserve the right to make a search with a credit reference agency, & keep a record of that search.

Holiday Club: Fees are required on booking by cheque. Parents are advised that if they pay by cash they must obtain a receipt.

All Clubs: Parents submitting cheques which are returned unpaid (bounced) will be charged a flat fee of £25.

INCREASE IN FEES

School's Out reserves the right to review fees annually.

OUTSTANDING FEES

In the event of fees or other sums payable to School's Out being outstanding for more than 2 weeks from the date of invoice or date of registration without a previous arrangement being made, you will receive written notice to withdraw your child from the club. Such action will be at the discretion of the Directors.

INSURANCE

School's Out has extensive insurance cover including Employers and Public Liability.

PROPERTY AND BELONGINGS

School's Out will provide an extensive range of equipment for children of all ages. It is not necessary and not advisable for children to bring toys from home. Children's comforts and toys of special

interest are acceptable. Although our staff will endeavour to take care of any property brought to the club, School's Out will not accept responsibility should any loss or damage occur.

MEALS

Lunch and tea menus are displayed at clubs providing food. If your child consistently does not like, is allergic to, or has an intolerance for, a specific food, please inform the staff who will record it, and we will ensure an alternative is always prepared in advance. If this is not recorded on the Child Information Sheet, we will not be able to provide an alternative.

ACCIDENT PROCEDURES

School's Out reserves the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the Accident Book. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact the parents but failing this the club requires consent to act on behalf of the parents to authorise any necessary treatment. Parents are requested to inform School's Out of any changes to information stored at the club.

SAFEGUARDING CHILDREN

In the case of suspected sexual abuse of children, it is our duty and legal requirement to report our concerns to Social Services immediately.

CHILD HEALTH RECORDS

School's Out requires emergency contact names and medical information regarding allergies, dietary or special requirements. School's Out supports the government policy on immunisation and although it is not a condition of club entrance, we would strongly support immunisation unless otherwise recommended by your GP.

MEDICINE CONSENT FORMS

School's Out staff will administer prescribed medicines if parents complete medicine consent forms.

ILLNESS

Parents are requested not to send their child to School's Out if they are suffering from any infectious disease or if they are not feeling well enough to attend. School's Out has a realistic attitude to the needs of working parents but reserves the right to contact parents if their child becomes ill during club hours. Parents are requested to inform the club if their child, or other children in the club, contracts any (normal childhood) ailment or disease. School's Out must be informed of any illness which may prove dangerous to other children. No discounts are given for absence due to sickness unless by arrangement for longer term illness.

SECURITY

Under no circumstances will a child be allowed to leave School's Out with anyone unknown to the club staff unless previously arranged by the parent or guardian. If parents make prior arrangements by telephone, the club will require the name, address and telephone number of the nominated person.

PARKING

School's Out accepts no responsibility for injury, damage or loss to persons, vehicles or property.

EMERGENCY CLOSURE

In the event of an emergency such as fire, or adverse conditions such as a failure of the central heating, School's Out reserves the right to close the club. School's Out will be unable to offer a fee reduction in these circumstances although alternative sessions will offered free of charge. Alternative emergency accommodation will be sought if possible.

HANDBOOKS

The Holiday Club Handbook and Before & After School Club Handbook shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statements of opinion made in good faith and believed to be true, but not be regarded as representations on the basis children are entered for the club.

Booking Information Sheet**Child's name:** _____ **School:** _____

Class		Teacher's Name				
Time School Starts		Time School Finishes				
Days attending Club		Monday	Tuesday	Wednesday	Thursday	Friday
	Before School					
	After School					
Nursery/Reception Children only: Does your child attend any other setting besides School's Out and host school e.g. childminder, private day nursery?						Yes / No
If your child does attend another setting, in order to meet EYFS standards and ensure continuity of care we would like to link with this provider. Please state where your child attends, when they attend, and any contact details: Provider Name: Provider Contact Details: Hours spent at other provider:						
Collection of children after school varies according to the school as each has different collection times/room layout. Infant children are either collected from their class or from a designated collection point. Junior children make their own way to the collection point or Club itself depending on the school. Do you require any special collection arrangement? If so please specify below.						Yes / No
Does your child attend any extra curricular activities at school (or at the Bowdon Club for Bowdon CS children) on the days they will be attending the club and need escorting/collecting from these activities?						Yes / No
If so, which days?		Please specify details				
Do you require us to supervise homework on a daily basis?						Yes / No
Please note that it is your child's responsibility to collect their own belongings from their classroom before coming to the Club						
Please write any other comments you feel we need to know regarding your child's attendance at the club. In particular, if there is any information held by the school which you feel we need to be aware of, please state below what it is and if you give permission to access this.						
Parent/Carer Signature (with legal parental responsibility for the above named child)						