

SCHOOL'S OUT

SUMMER 2010 HOLIDAY CLUB

REGISTRATION FORM

(Please note that we realise parents use our Holiday Clubs time and time again and completing these forms each holiday may seem time-consuming. However it is important that we always have up-to date information on site to comply with our Safeguarding Children Policy and so we thank you for your patience and understanding.)

| | | | | | |
|-------------------|-------------------------------------|--------|------|-----|----------|
| Child's Full Name | | | | M/F | |
| Date of Birth | | | | Age | |
| Parent/Carer Name | | | | | |
| Address | | | | | Postcode |
| Contact Telephone | Home | Mobile | Work | | |
| Email | FOR FUTURE HOLIDAY CLUB INFORMATION | | | | |
| Work Address | | | | | |

Additional Emergency Contact:

| | |
|-----------------------|--|
| Name | |
| Contact Telephone | |
| Relationship to child | |

Please indicate any:

| | |
|------------------------------------|--|
| Medical conditions | |
| Allergies/Intolerances | |
| Additional Need / Food Requirement | |

How did you hear about School's Out?

You already knew us

Recommendation

Leaflet from School

Raring2Go advertisement

Newspaper advertisement

Banner outside Club

Mailing

Internet (which site?)

Please tick which Club you require:

Bowdon CS Cloverlea PS

Which school does your child attend?

| Please tick required sessions | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
|-------------------------------|-------------------------|-----------|---------|-------------------------|-----------|---------|-------------------------|-----------|---------|-------------------------|-----------|---------|-------------------------|-----------|---------|
| | Until 1pm | 1pm-close | 9am-3pm | Until 1pm | 1pm-close | 9am-3pm | Until 1pm | 1pm-close | 9am-3pm | Until 1pm | 1pm-close | 9am-3pm | Until 1pm | 1pm-close | 9am-3pm |
| 26/07/2010 | BOWDON ONLY | | | BOWDON ONLY | | | | | | | | | | | |
| 02/08/2010 | | | | | | | | | | | | | | | |
| 09/08/2010 | | | | | | | | | | | | | | | |
| 16/08/2010 | | | | | | | | | | | | | | | |
| 23/08/2010 | | | | | | | | | | | | | | | |
| 30/08/2010 | BOWDON ONLY THIS WEEK * | | | BOWDON ONLY THIS WEEK * | | | BOWDON ONLY THIS WEEK * | | | BOWDON ONLY THIS WEEK * | | | BOWDON ONLY THIS WEEK * | | |

SPORTS: If you require wraparound care before/after sports sessions booked at either Timperley Sports Club or Bowdon Club, please indicate exactly the hours you need in any specific session.

MEALS: Breakfast, lunch and a light tea included in full day sessions. Morning sessions include breakfast & lunch; afternoon sessions include tea, short days include lunch. If booking wraparound care with a meal, mark with a * and add £3.50/meal.

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 Holiday Club Handbook and on the reverse of this Registration Form. I understand that payment is required with this form (cheques payable to 'School's Out') to book my place. I understand School's Out's Cancellation Policy.

Signature Date

Office Use Only: On App D/B Payment Rec'd £..... Trip logged
 Conf Letter Consent & Sunscreen Consent Form Rec'd Special Req logged

TERMS AND CONDITIONS

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 booking form. Places for which payment has not been received will not be confirmed. Booking on the day/late bookings are very welcome subject to availability.

We will accept payment in two instalments or post-dated cheques by arrangement. Late registrations are not guaranteed a place.

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 Before 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 by the club closing time it will be necessary to make an extra charge of £10 per 15 minutes, 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 10am 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

Before & 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. 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 accept no responsibility should any loss or damage occur.

MEALS

Lunch and tea menus are displayed at clubs providing food. If your child will not like what is on offer, please provide an alternative packed lunch.

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.

TRIPS

Some trips organised by School's Out are compulsory. Parents are advised to check the activity programmes and if they do not want their child to attend then they should make alternative arrangements.

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.

SCHOOL'S OUT

Summer Holidays 2010

Special Activities Booking Form

The following activities are optional and are planned *in addition* to the Daily Activity Plans you have received. If your child would like to take part, please select the activities below and submit this form with your registration.

There is a limit of 16 places/Club for trips (first come, first served). Some optional activities do incur an additional charge, others are included in the fees. Any fees payable for activities selected below should be included with your payment on booking. Thank you.

Child Name(s):

(1)..... (2)

(3)..... (4)

| <u>Week Beginning 26/07/2010:</u> <u>'ALIEN INVASION'</u> | | £/child | # children |
|--|---|-----------|------------|
| Tuesday (afternoon session) | ICE CREAM VAN: Every child loves this treat. A personal visit especially for us! | £1 | |
| Wednesday (all day) | GIANT BOUNCY SLIDE | No charge | |
| Thursday (afternoon session) | KUNG FU WORKSHOP: a one hour session to try this martial art. | £6 | |

| <u>Week Beginning 02/08/2010:</u> <u>'FUN WITH FASHION!'</u> | | £/child | # children |
|---|---|-------------------------------------|------------|
| Monday (morning session) | MULTI-SPORTS WORKSHOP: with Danny Williams from Activate Fun including cricket, football, and a variety of physical skills adapted according to the age of children attending. | No charge | |
| Tuesday (afternoon session) | OPTIONAL TRIP: Hat Museum, Stockport Children divide into small supervised groups to tour the museum at their own pace, with a quiz to complete and various activities to try. | £9 (Coach transport. Entry Free) | |
| Wednesday (morning session Cloverlea; afternoon session Bowdon) | TEXTILE & DESIGN WORKSHOP: with local artist Alex Bown, children will sketch their designs, and create them with Alex's advice. This workshop runs over two days to allow for more complex designs, but it is not necessary to attend both days. | No charge | |
| Thursday (morning session Bowdon; afternoon session Cloverlea) | TEXTILE & DESIGN WORKSHOP CONTINUED: with local artist Alex Bown. Children do not have to attend the previous day, they can start today. | No charge | |
| Friday (afternoon session) | MASQUERADE BALL: to show off mask creations made during the week, or to bring in masks from home | No charge | |

| <u>Week Beginning 09/08/2010:</u> <u>'FOOD FOR THOUGHT'</u> | | £/child | # children |
|---|---|------------------|-------------------|
| Monday (afternoon session) | ICE CREAM VAN: Every child loves this treat. A personal visit especially for us! | £1 | |
| Monday (afternoon session) | KUNG FU WORKSHOP: a one hour session to try this martial art. | £6 | |
| Tuesday (afternoon session, Cloverlea) Wednesday (afternoon session, Bowdon) | ITALIAN COOKERY CLUB: an hour long workshop showing the children how to make fresh tortellini pasta with Chef Peter McGrath | No charge | |
| Tuesday (afternoon session, Bowdon) Wednesday (afternoon session, Cloverlea) | CREATE A NOVELTY CAKE: a cake decoration workshop by professional cake maker Helen Krawczyk from Woodlands Day Nursery. | No charge | |
| Thursday (afternoon session) | MULTI-SPORTS WORKSHOP: with Danny Williams from Activate Fun including cricket, football, and a variety of physical skills adapted according to the age of children attending. | No charge | |
| Friday (afternoon session) | OPTIONAL PICNIC TRIP: Staff will accompany children at Bowdon down to the woodland next to the river for a picnic tea. Children at Cloverlea will be walking to Aimson Rd Park, Timperley. | No charge | |

| <u>Week Beginning 16/08/2010:</u> <u>'STORYTELLER'</u> | | £/child | # children |
|---|---|---|-------------------|
| Monday (time/film tbc) | CINEMA TRIP: a visit to Altrincham Apollo Cinema. Listings to be confirmed in the week prior to visit when information available. Please call for more details. | £10 (includes tickets and coach transport) | |
| Tuesday (morning session) | MULTI-SPORTS WORKSHOP: with Danny Williams from Activate Fun including cricket, football, and a variety of physical skills adapted according to the age of children attending. | No charge | |
| Wednesday (morning session) | STREETDANCE WORKSHOP: after its success at Easter, this workshop has been repeated by popular demand! | £3 | |
| Thursday (all day) | BOUNCY CASTLE | No charge | |
| Friday (morning session) | LIBRARY VISIT: a tour behind the scenes! Bowdon children will walk to Hale Library and Cloverlea children will walk to Timperley Library. | No charge | |

| <u>Week Beginning 23/08/2010:</u> <u>'IT'S A SMALL WORLD'</u> | | £/child | # children |
|--|--|------------------|-------------------|
| Tuesday (all day) | GIANT BOUNCY SLIDE | No charge | |
| Wednesday (morning session) | REALLY WILD ROADSHOW - HANDS-ON ANIMAL WORKSHOP: The Really Wild encounter brings unusual animals to children in a fun educational animal-handling experience. All children (who want to) will get a chance to touch or hold the animals, including hedgehogs, giant land snails, lizards, frogs, giant cockroaches, tarantulas and a giant millipede. | No charge | |
| Thursday (morning session) | STREETDANCE WORKSHOP: after its success at Easter, this workshop has been repeated by popular demand! | £3 | |
| Friday (full day) | OPTIONAL TRIP: Gulliver's World, Warrington A full day out for everyone to enjoy with age-appropriate rides in a large theme park. Picnic lunch provided. | £25 | |

| <u>Week Beginning 30/08/2010:</u> <u>'WHEELS IN MOTION'</u> | | £/child | # children |
|--|---|------------------|-------------------|
| Every Day (all day) | BRING YOUR WHEELS TO CLUB: scooters, bikes, roller skates. Please ensure you all bring your own protective gear (helmets/kneepads etc) and are able to safely use your wheels without help! | No charge | |
| Wednesday (afternoon session) | OPTIONAL TRIP: Bruntwood Park, Cheadle Take a trip on the zip wire plus lots of adventure play equipment at a local park just a short trip away. | £9 | |

Tel: 0161 980 0488
www.elmscot.co.uk
Email: schoolsout@elmscot.co.uk

PLEASE RETURN THIS FORM TO:
SCHOOL'S OUT, 149 STOCKPORT RD,
TIMPERLEY, CHESHIRE WA15 7LT

SCHOOL'S OUT PARENT CONSENT FORM

Child's full name _____

The following adults have legal parental responsibility for the above named child:

Adult name: _____ **Relationship:** _____

Adult name: _____ **Relationship:** _____

I give consent for my child's photograph to be taken and displayed at School's Out. Digital photos are stored on a secure computer in a locked office. YES / NO

I give consent for my child's photograph to be used in published magazine/newspaper articles and/or School's Out literature YES / NO

I give consent for my child to have their face painted if they wish when these activities are arranged YES / NO

I give consent to my child's work being displayed at the School's Out club YES / NO

I give consent to my child being videoed at School's Out YES / NO

I give consent to my child's work being labelled with their name YES / NO

I give consent to my child being transported to hospital in an emergency. It is School's Out's policy to always try to contact the child's parent / carer first. YES / NO

I give consent to my child receiving emergency treatment at hospital. YES / NO

I give consent to my child being given Calpol if necessary. I understand that I will be contacted by telephone beforehand by a member of the School's Out team to confirm this request. YES / NO

I give consent for basic First Aid to be carried out by a trained First Aiders if necessary. This includes the use of plasters and alcohol-free antiseptic wipes if necessary. YES / NO

I give consent to my child going out on local visits and understand that this will be in line with the School's Out outings policy. YES / NO

In understand that the daily menus are on display on the board and I must inform the School's Out team at least 1 day in advance if my child has an allergy/food intolerance/consistent dislike of what is on offer so an alternative can be prepared YES / NO

I give consent for my child to have party food on special occasions (times notified by letter/notice board) such as chocolate or crisps YES / NO

In understand that the daily activity plans are on display at Club and I must inform the School's Out team if I do not want my child to take part YES / NO

Comments/Additional Information:

Signed (parent / carer with legal parental responsibility for the above named child):

_____ **Date** _____

SCHOOL'S OUT SUN CREAM CONSENT FORM

Child's full name _____

All parents please note that we can only apply cream to Nursery and Infant children. We ask that parents of older children apply a 24hr high factor sun cream for their child before they come to School's Out and the children can bring and re-apply their own cream under supervision. We apologise for this but it can take too long for us to apply cream to all children at Club throughout the day.

Please also supply a hat in hot weather and warm hat/gloves etc in cold weather for outdoor play.

| | | | |
|---|--|------------------------------|--|
| PRESCHOOL/INFANT CHILDREN ONLY: I give consent for the staff team to apply the following make of sun cream which I have provided. This cream has been used previously on my child and does not trigger an allergic reaction and the bottle is suitably labelled with my child's name. It should be applied as specified below. | | | |
| Sun cream: | | The factor of this cream is: | |
| 1. The sun cream is to be applied once a day before the first outdoor play session or | | | |
| 2. The sun cream is to be applied before every outdoor play session or | | | |
| 3. Other: | | | |
| ALL PARENTS: Please tick the statement that applies to you: | | | |
| 1. PRESCHOOL/INFANT PARENTS ONLY: I understand that, having signed this statement, should I not provide the sun cream named above, my child may have to remain indoors in hot weather | | | |
| 2. PRESCHOOL/INFANT PARENTS ONLY: I will be responsible for the application of sun cream during hot weather and I give permission for my child to play outdoors without further sun cream application by the School's Out team | | | |
| 3. PARENT OF OLDER CHILD: I will be responsible for the application of sun cream during hot weather and I give permission for my child to play outdoors | | | |
| SIGNATURE OF PARENT/CARER (with legal parental responsibility for the above named child): | | | |
| | | | |
| DATE: | | | |
| | | | |