

c/o Stillington Village Hall
Lowson Street
TS21 1JE

Email for enquiries: oos_stillington@hotmail.com

We are pleased to inform you that Ofsted are finally coming to inspect our setting at the end of September.

Please complete the below information if you are requiring any wrap-around care in the next 6 months. We provide care for 3–14-year-olds, but will operate to strict staff:child ratios, so you **MUST** also complete a Registration Form (attached) and place in the black post-box at the front of the Village Hall.

Child Name(s): _____

Which service(s) will you be requiring (*please tick*)?

Breakfast Club	
After School Club	
Both	
<u>Please provide details of the days you will require our services including dates where possible:</u>	

Registration Form

Please return your completed form to our Club post box near the Village Hall entrance.

About your child

Childs full name	
Address	
Childs Date of Birth	
School your child attends <i>*Please include school year and class teacher</i>	
Favourite activities	
Favourite foods	

About Parents

Mother's name:	
Occupation:	
Work phone number:	
Mobile phone number:	
Email address:	
Address if different from the child:	
Postcode:	

Father's name:	
Occupation:	
Work phone number:	
Mobile phone number:	
Email address:	

Address if different from the child:	
Postcode:	

Illnesses

Does your child suffer from any medical illnesses that require medication? e.g., asthma	
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Allergies

Does your child have any diagnosed allergies? <i>What symptoms does this usually involve e.g., itchy skin or eyes, a cough or wheeze, tummy ache or nausea</i>	
Does your child receive any prescribed medication for this allergy? <i>Provide name of medication and dosage, and how it should be administered</i>	
Is your child intolerant of any specific food groups? E.g., gluten or dairy? <i>Please indicate which foods should be avoided</i>	

Special Dietary Requirements

Does your child have any special dietary requirements? e.g., Vegetarian.	
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Permissions

	Yes	No
Do you give Kids Club permission to photograph your child for development and activity records?		
Do you give Kids Club permission to photograph your child for promotional purposes such as during group activities or holiday clubs?		
Do you give Kids Club permission to apply sun cream (factor 15+) to your child when weather conditions require this?		
Do you give Kids Club permission to administer <u>prescribed</u> medicine & first aid?		
Do you give Kids Club permission to take your child on outings to the local nature reserve, park, allotments etc?		

Signature:	Date:
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Child Collection Arrangements

Who is authorised to collect your child from Kids Club other than parents? Your child will only be allowed to leave the premises with adults listed here. **Any changes to this information must be made in writing to Kids Club management at least 48 hours before your child is due to be collected.**

Name:	
Relationship to child:	

Name:	
Relationship to child:	

Name:	
Relationship to child:	

As an extra precaution we use a password system to ensure the safety of the children in our care. **Anyone listed above should be made aware of this before collecting your child.**

Password:	
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Cancellation Policy

We recognise that there may be occasions where your child is booked into after-school club, and cannot attend due to illness. We must advise that in all other instances, **you must provide at least 24 hours' notice to cancel a booking**. If you do not provide sufficient notice, you will need to cover the cost of the unattended session.

Childcare Payment

Due to Covid-19 we will not be taking cash payments. In addition, we cannot store cash in a public building. Payments must be made by bank transfer each week that your child is in our care [to **Sort Code 09-01-55 Account No. 32845188**, Hoot Out of School Club]. Please indicate which, if any, of the childcare payment schemes you are registered with.

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|--|--------------------------|--|
| Government Tax Free Childcare Scheme | <input type="checkbox"/> | <i>We are registered with this scheme but you (the parent) must also register for the scheme and 'link up' to us on the Gov site to make payment</i> |
| Early Years 30 Hours Funding for 3-4yr olds | <input type="checkbox"/> | <i>You can spread your 30 hours between nursery and after-school care but you must apply via Stockton Council.</i> |
| Employer Childcare Voucher | <input type="checkbox"/> | <i>Please ensure any voucher payments include your child's name as a reference.</i> |
| My college or university are covering my childcare | <input type="checkbox"/> | <i>Please provide us with confirmation that this payment system is in place before your child is enrolled</i> |
| I do not use any of the above payment schemes and <input type="checkbox"/> will be paying via bank transfer each week. | | |

Declaration

I understand and acknowledge that the fees for my child's care are due as the care is used. I understand that all bookings must be placed **at least 24 hours** in advance in order to allow staff/child ratios to be achieved. I understand that **I MUST give at least 24 hours' notice for a cancellation**. I will further give one month's notice if I wish to withdraw my child from Kids Club. I understand that failure to pay said fees may result in the loss of my child's place at the Club.

Signature:	Date:
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Our Prices	
Breakfast Club	
7.30 – 8.40am	£7.00
After School Club	
Until 4.15pm	£6.00
Until 5.30pm	£9.00
Until 6.00pm	£12.00