



## Holywell Breakfast and After School Club

### Registration Details/Forms

Dear Parent/Carer

Please find attached the Registration Form to be completed for your child **before** they attend Holywell Before/After School Club. Please ensure that you read all forms thoroughly.

#### **REGISTERED USER FORM**

This needs to be completed for each child in your family that will attend BASC.

#### **SAFEGUARDING INFORMATION FORM**

There are 2 copies attached to this letter. Please read, sign and date both copies keeping one for your own records and returning the other to the school.

#### **PARENTAL CONSENT/EMERGENCY CONTACT/MEDICAL TREATMENT**

As all Registered Users are members of the School parental consent, Medical and emergency contact details will be as the recorded school held information.

#### **TERMS OF MEMBERSHIP**

This is a single sided document that must be completed for each child in your family that will attend Holywell BASC. There are 2 copies attached to this letter. Please sign and date both copies, keeping one for your own records and returning the other to the school.

#### **HOURS OF OPENING**

**Before School Club** - 7.50am to 8.50am. (£6 per session)

**After School Club** - 3.15pm to 5.30pm. (£8 per session or 10 sessions for £70)

**Late Collection** - 5.30pm to 6.00pm. (**£5 additional Fee for Late Collection**)

**Club Closes** - 6.00pm.

#### **BASC TELEPHONE NUMBER**

07598758952



## Holywell Breakfast and After School Club

### Terms of Membership

The following terms have been created in the best interests of your child/children and The Holywell BASC. We would appreciate it if you would take the time to read through these terms before signing and returning them; keeping one copy for your own records. A full set of our policies and procedures are available at the school.

1. Membership of Holywell Before and After School Club is by completion of The Registered User Form.
2. A Child will not be cared for unless this form (Terms of Membership), Safeguarding Children Form and the appropriate Registered User Form are completed and returned.
3. Late payments or non payments of fees will result in cancellation of membership.
4. Fees are charged in advance on a half termly basis based on completed booking forms. Amendments for extra or cancelled sessions will be made in the following half term. Fees can be paid in cash, cheque and voucher scheme or through ParentPay. All cheques should be made payable to Holywell Primary School.
5. **Cancellations and Child Absence** – Pre booked places must be cancelled 7 days in advance of the date to avoid incurring charges. Any cancellations with less than the required notice are subject to the full charge. Notice period required is **7 DAYS**  
**There will be no charge for sickness**
6. **Late Collection** – Children must be collected by **6.00pm**  
**A late collection payment of £5 per child per session applies for collections after 5.30pm.** Persistent late collection (3 incidents per month) after Club closing time, of 6.00pm, will result in cancellation of Registration. Please note that if your child is still in the school premises after 5:30pm a late charge will be incurred.
7. **7 days** notice, on either side, to terminate membership is required in writing unless a child has been excluded immediately due to poor behaviour.
8. In circumstances where the Club is at full capacity, names will be added to a waiting list in chronological order. Notification will be given, in the same chronological order, as soon as possible as places become available.

9. **Child Safety** – A child will not be allowed, under any circumstances, to go home without a parent or properly authorised person, appointed by the parent, giving consent and providing this in writing to the club Co-ordinator.

If an unknown person comes to collect your child then contact will be made with the Parent or designated carer before the child will be allowed to leave the BASC.

10. A Registered User Form will be sent to all Registered Users for the following academic year during the first week of the summer term. Bookings received will be processed on a '**first come/first served**' basis in chronological order.



## Holywell Breakfast and After School Club

### Safeguarding Children

The Holywell BASC recognises the responsibility to have arrangements in place to safeguard and promote the welfare of children.

Through the day to day contact with children and direct work with families, staff at the Club have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to Social Care Services.

The full school policy, which is available to view at all times, sets out how the club discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the BASC.

There are four main elements to our policy:

1. **PREVENTION.** The Club will establish and maintain an ethos where children feel secure and are encouraged to talk, and are actively listened to. We will also ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.
2. **PROCEDURES.** The Club will follow the Cambridgeshire Local Safeguarding Children Board procedures which can be accessed online
3. **THE ETHOS OF HOLYWELL BASC** The Club will endeavour to support the child through activities to encourage self-esteem and self-motivation in addition to maintaining the Club ethos that actively promotes a positive, supportive and secure environment and values people.



**4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN** The Club will operate safe recruitment practices including ensuring DBS checks and references are undertaken.

The Club will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with children and parents.

The staff will receive guidance as part of induction about how to communicate and create appropriate professional boundaries with disabled and vulnerable children.

A list of Designated Persons for Child Protection is available via the school.

I confirm that I have read, understood and accept the above in respect of Safeguarding Children. I accept that the Club may contact appropriate authorities with or without my prior knowledge or consent, if they deem it necessary and appropriate to do so, in order to safeguard my child.

Signature of Parent/Carer	Date:
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## Holywell Breakfast and After School Club Registered User Forms

Name of Parent/Carer	
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Name of Attending Child	
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### **Names of persons authorised to collect attending child**

Name 1	
Name 2	
Name 3	
Name 4	
Name 5	

All children must be registered with The Holywell BASC (by Registered User Form) before they can attend.

***I hereby consent for my child, as registered, to take up a place at The Holywell BASC, according to the terms and conditions set out in its policies and procedures as held at Holywell School. I understand the expectations and obligations relating to both myself and the BASC and agree to abide by them.***

***I understand that persistent late or non-payment of fees will result in cancellation of my child's registration.***

***I confirm that the information held by the school concerning Parental Consent, Emergency Contact and Medical Treatment is current and correct and that I will inform the school of any changes as they occur.***

Signature of Parent/Carer	Date:
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All information provided on this and any other document in this registration process is, and will remain confidential. If you have any questions or comments please get in touch with Holywell School.