



Managers Nicola Mason/Amy Bennett

FUN CLUB REGISTRATION FORM

Aims

- To provide a facility that meets the needs of the children who attend the club, and the needs of working parents.
- To ensure that the children are cared for in an environment that is safe and happy.
- To make the club interesting and stimulating.
- To encourage children, through play activities, to reach their full potential.
- To provide activities and opportunities to enhance positive self-esteem and self-image.

In order to achieve our aims we work closely with both schools so that we can provide the same level of care, and ensure continuity of all the aims and ethos of the schools.

Opening Times and Fees

Term Time – Monday to Friday

Fun Club is not open in school holidays.

Session	Times	Cost
Morning	7.30am – 8:40am (Juniors) 7:30am – 9:00am (Infants)	£5.50
Afternoon	3.15pm – 6.00pm	£11.00

How to Register

Registration forms are available from the school office. These forms must be completed in full and returned to the office before a place can be confirmed. Places are allocated on a first come first served basis. A one-off administrative registration fee of £10 per family will be charged when registering.

Fun Club is open to junior school pupils and siblings who attend Great Moor Infant School.

Terms and Conditions

All parents/ carers will be asked to sign to confirm that they have read these terms.

- Bookings must be made for using the club feature on ParentPay.
- The morning session can be booked up to 2:30pm the day before and the afternoon session can be booked up to 2:30pm on the day.
- Changes cannot be made by parents once a booking is made.

- Sessions need to be paid for within 15 minutes of booking and can be booked until the end of the school year. Sessions that are not paid for within this 15 minute window are automatically cancelled and children will not have a place at Fun Club.
- Parents are able to use childcare vouchers to pay for Fun Club fees.
- All vouchers must have cleared in our school bank account before they will be added to your balance. Pending childcare vouchers cannot be added to your ParentPay balance. If your vouchers have not been received in time, this may mean that credit needs to be added to your ParentPay account in order for bookings to be made.
- There will not be any credit for when children do not attend a booked session for any reason including sickness,
- There is a penalty charge, per child, of £2.00 for every 5 minutes after 6pm during term time.

Childcare Vouchers

We are happy to receive these vouchers to pay for Fun Club fees. We are registered with:

Kids Unlimited	Computershare	You at Work
Sodexo	Care4	Kiddivouchers
Edenred Services	Fideliti	Government Voucher Scheme

Safeguarding Children

All staff employed to run and manage the club are employed by the school and have full DBS clearance. Safeguarding procedures are in place in accordance with the school's polices.

Child Protection

No mobile phone usage on the premises. Please ensure that you have read and signed the child protection form.

Drop Off at school/ Collection from school

Infant school children will be taken into the school in the morning and collected from school by Fun Club staff in the afternoon. If Infant School pupils have attended an extra-curricular club, GMIS staff will take the pupil(s) to Fun Club.

Junior school children are expected to walk to and from the club in a sensible manner. Junior children cannot get ice cream from the ice cream shop in summer unless given a voucher from school.

Children should be signed in and out of the club. Please note that parking on the zigzag lines is illegal between 8.00am and 5.00pm for all vehicles except emergency vehicles. For the safety of all pupils we ask parents/carers to respect this.

Parent/Carers must sign their child in on entry and sign out on pick-up.

Please do not arrive before 7.30am.

Behaviour

Our Fun Club behaviour rules are: be safe, be sensible, be kind and do as you are asked. If a child repeatedly misbehaves, hurts other children or refuses to do what staff ask, there will be a probationary period where behaviour will be monitored and if there are repeated incidents this could lead to permanent exclusion from Fun Club as we have a duty to keep all pupils safe.

Equal Opportunities and Inclusion

Fun Club is available to all children and reasonable adjustments are made, when necessary, to support participation. Children are individuals with their own personal needs and requirements. Staff encourage all to participate in activities, taking into account the children's preferences and abilities. We are here to provide a safe and caring environment for before and after school care.

Medicines

Fun Club can only administer prescribed medicines in their original containers. Parents/ carers must fill out a medicine form before any medicine is administered.

Accident and Illness

Parents/ carers of a child falling ill or having an accident will be notified. Treatment will be given by a first aid trained member of staff. Children must not be brought to the club if unwell (especially if the child has had sickness or diarrhoea within the last 48 hours). Please ensure that the club staff are informed of any change in emergency contact numbers.

Activities

- Activities change daily
- Activities cover all areas of the play curriculum
- Activities are organised according to age and stage development

Toast/ Snacks

We do provide toast up to 8.15am, however Fun Club is not a breakfast club and this should not replace a healthy breakfast at home.

Snacks will be provided by the club at approximately 3.15pm onwards. A range of assorted cold foods and drinks are available. Children do not have to have a snack if they choose not to.

Comments and Grievances

If you have any comments or grievances, please do not hesitate to speak to the Fun Club Managers, in the first instance.

The Fun Club complaints policy is available on the school website under 'Fun Club' and is separate to the school's complaints policy.

GREAT MOOR FUN CLUB – Registration Form

Child Information			
Name			
Date of Birth		School Class	
Address			

We require 4 contacts in case of emergencies. The first must be the Parent/Carer. If another person has parental responsibility they must be the second contact.

Parent/ Carer Information			
Name			
Home Number		Mobile Number	
Email Address			
Emergency Contact 2			
Name			
Home Number		Mobile Number	
Authorised to collect	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency Contact 3			
Name			
Home Number		Mobile Number	
Authorised to collect	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency Contact 4			
Name			
Home Number		Mobile Number	
Authorised to collect	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Medical Information			
Surgery Name			
Doctor's Name		Phone Number	

Important: Please list any allergies, dietary requirements, medical information, additional needs (including SEND) or any other information we need to know. Please keep us updated of any changes.

GREAT MOOR FUN CLUB – Declarations

1. I have read and agree to the Fun Club Terms and Conditions.
2. I understand that there is a one-off registration fee of £10 that will be added to my ParentPay Fun Club balance.
3. I will inform Fun Club if there are any changes in the information given on this form.
4. I consent to any emergency treatment necessary during the course of the activities by the first aider.
5. I authorise the group leader to sign on my behalf any written form of consent required by the hospital authorities should it be deemed necessary, and provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeons, likely to endanger my child's health or safety.
6. I have included on these forms any information relating to additional needs (including SEND, medical and dietary) that are relevant to my child.
7. I understand that my child must be registered into the session and must be collected by the time specified. For the morning session child(ren) must be signed in at the start of the session. For the afternoon session child(ren) must be signed out at the end of the session by me, or any other authorised adult. The Fun Club Lead must be informed if any other adult is collecting my child.
8. I consent to my child taking part in on-site activities provided by the club, within normal session time.
9. I give permission for photographs to be taken and used for display and promotional purposes.
10. I understand that all the information given will be treated with the strictest confidence.
11. I agree that the infant school can share any relevant information about my child including SEND information and that relevant information may also be shared with Great Moor Junior School's SENDCO.

Name of Parent/Carer.....

Signed.....

Date.....

GREAT MOOR FUN CLUB – Child Protection

It is the duty of GMJS Fun Club staff to refer their concerns to Social Services and GMJS Designated Safeguarding Leads if they have any cause to suspect that a child is at risk from abuse or is being abused.

GMJS Fun Club Staff may make a referral to Social Services without a parent/ carer's knowledge or consent depending on circumstances.

GMJS Fun Club have a responsibility to inform parents/ carers of any accident or injury in our accident book. Parents/ carers will be asked to read and sign this book.

I have read and understand this statement.

Name of parent/ carer.....

Signed.....

Date.....