PERRYFIELDS JUNIOR SCHOOL

Perryfields Junior School

‘PERRYFILEDS HUB’
AFTER SCHOOL CHILDCARE

Introduction

Welcome to the Perryfields Hub, our after school childcare, the hub is open Monday to Thursday from 3.15 p.m. to 6.00 p.m and 3.15pm to **5.00pm on a Friday**. Excluding school holidays and inset days.

The children are offered a range of structured activities including; reading, ICT (iPads) and board games. The children are provided with a healthy snack and drink. They are given free time to develop role play and encouraged to interact with each other under the supervision of trained staff.

The cost is £12.50 per session Monday to Thursday and £8.50 per session on a Friday.

Contact Numbers

The mobile contact number for the Perryfields Hub is 07919 091115. This number is in use only while the hub is open (3.15 p.m. – 6.00 pm Mon – Thurs and 3.15pm to **5.00pm on a Friday.**)

At all other times please contact the school office on 01245 250781.

Please find attached:

- Terms and conditions
- Late Collection Policy
- Personal information form
- Medical and consent forms
- Registration form

Please read through this document carefully retaining the information for your records.

Please complete all forms and return to the School Office as soon as possible.

PERRYFIELDS JUNIOR SCHOOL

PERRYFIELDS HUB - TERMS AND CONDITIONS

The terms and conditions below relate to the Perryfields Junior School; Perryfields Hub, after school childcare. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions, any queries should be resolved before signing.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the school office.

3. Those on the waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the hub waiting list.

4. The hub starts at 3.15 pm. and children will meet in the school hall. The hub ends promptly at 6.00 pm (**5.00 pm on a Friday**), when all children will be brought into the reception waiting area for collection. If you wish to collect your child early, please call the hub directly on 07919 091115 so that staff can bring your child to the reception area.

5. An authorised adult must sign the attendee out of the hub on each afternoon they attend.

6. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6.00 pm. (5.00 pm on a Friday) will incur a late collection charge of £5, or £1 per minute, whichever is greater. The late fee will be added to your Cashless booking account.

7. The hub will not run on days that the school is closed to pupils or on the last day of term. Parents/carers will not be charged for days that the hub is closed.

8. It is the responsibility of the parent/carer to inform the school should a child not be attending school, please also highlight that your child will not be attending the extended day provision and this information will be given to the Breakfast Club and/or Perryfields Hub leader on that day.

   Please Note: If your child is unable to attend for any reason you will not be entitled to a refund.

   Parents/carers are advised to speak to the School Business Manager about payment of fees in cases of prolonged absence.

   A child's continued place in the Perryfields Hub at Perryfields Junior School is dependent on sustained payment of fees.

9. Bookings for both Breakfast club and Perryfields hub are made through the Schools Cashless System for month. Any cancellations made during the month will have been charged for when booking and cannot be refunded.

   Invoices are payable via our online Cashless system; a paper copy can be produced on request. We accept Childcare Vouchers.

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10. We realise that some parents will only require sessions on an occasional basis or with little notice (ad-hoc). Wherever possible we will try to accommodate these requests, however, we can only guarantee spaces for children who have an ongoing booking with the hub. **Fees for last minute reservations must be paid via the Cashless system once the space has been confirmed with the school office.**

11. **Ad hoc sessions (non-attendance);** If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school and your child will not be able to attend further hub sessions until payment has been made.

12. Outstanding payment: we reserve the right to refuse any child entry into the hub if payment is not made, including late collection fees.

13. Once your child has been allocated a place you must give four weeks' term time notice to cancel this agreement. Any session within this one month notice period will need to be paid in full.

14. The extended school services are additional care outside normal school hours. The Hub's policies and procedures reflect the school policies and procedures and parents can read the policies and procedures on request at the school office.

15. Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

16. We endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Hub staff. If this is does not resolve your query or concern please contact the School Business Manager. If you are still unable to resolve any issue please follow the school's formal complaint procedure.

PERRYFIELDS JUNIOR SCHOOL PERRYFIELDS HUB – LATE COLLECTION POLICY

Parents and Carers must read, agree and sign the Perryfields Hub Terms and Conditions. The late collection policy is part of these terms and conditions. Your child's hub placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the hub registration form.

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the external providers and the school.

Perryfields Hub finishes promptly at 6.00 pm Monday to Thursday and **5.00 pm on a Friday**.

Parents/carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £5 or £1 per minute, whichever is the greater. Parents/carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is the parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. If in n an emergency you need somebody else to collect your child you must call the school office or mobile number to let us know.

Any confusion which leads to the child remaining under the schools supervision will result in the late fee being charged.

On the first occasion that a child is collected late parents/carers will be reminded of the late collection policy. The school office will automatically add the late fee to your Cashless booking account.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and the exclusion procedure. The school office will automatically add the late fee to your Cashless booking account.

If a child is collected late on three occasions, the child may be excluded from the hub and fees will not be refunded. The school office will automatically add the late fee to your Cashless booking account.

Parents/carers must contact the school if they are aware that they will be late to collect their child.

Please contact the Perryfields Hub team on 07919 091115 (3.15-6.00 pm Mon – Thurs and 5.00 pm on a Friday).

The school office can be contacted on 01245 250781 between 8.00 a.m. and 4.00 p.m.

PERRYFIELDS JUNIOR SCHOOL PERRYFIELDS HUB - CHILD'S PERSONAL DETAILS

Full name of child: .....

Date of Birth: ..... Gender: Male / Female

Child's Home address: .....

.....

.....Postcode: .....

DETAILS OF PARENT/CARER		
Full names:	**Parent/Carer 1**	**Parent/Carer 2**
Relationship to child:		
Home address: **Postcode:**		
Home phone:		
Work phone:		
Mobile:		
Email:		

(continued over)

Details of other persons in addition to parents/carers who are authorised to collect child or who can be contacted in an emergency:			
Full name:	**Contact 1**	**Contact 2**	**Contact 3**
Relationship to child:			
Home address: **Postcode:**			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity or a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.

Signed: ……..

Parent/Carer: ……Date: ……

(continued over)

MEDICAL INFORMATION

Name of doctor.....

Doctor's surgery and address .....

……Postcode: .....

Doctor's telephone number.....

Known medical conditions, allergies, special dietary and health needs: □ Yes □ No

If yes, please give details .....

.....

Details of any medication being used .....

.....

Has your child received a tetanus injection in the last five years: □ Yes □ No

To the best of your knowledge has your child been in contact with any contagious or infectious diseases, or suffered anything that may be, or become contagious or infectious?
□ Yes □ No

If yes, please give details .....

.....

Any other relevant information we should be aware of?

.....

I undertake to inform the staff of the Perryfields Hub at Perryfields Junior School as soon as possible of any change in medical conditions and/or any other relevant circumstances.

Signed:…….

Parent/Carer:……...Date: ……

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Arrangements in the case of sickness and/or any emergency:

The Perryfields Hub does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity. Staff have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you, there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to the Perryfields Hub taking such action in your absence.

I *(print name)* ……..…….. give my consent to the Perryfields Hub administering basic first aid (of which a written record will be kept).

Signature of Parent/Carer: ……

Date: ……

I *(print name)* …… give my consent to the Perryfields Hub signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of Parent/Carer: ……

Date:……

(continued over)

PERRYFIELDS JUNIOR SCHOOL PERRYFIELDS HUB - PHOTOGRAPHY CONSENT FORM

The issue of child safety is taken very seriously at Perryfields Junior School. This includes the use of images of pupils. These may be used for display/training purposes within the hub.

Including images of children in Perryfields Junior School Perryfields Hub publications and on the Perryfields Junior School website can be motivating for the children involved. However, Perryfields Junior School Perryfields Hub has a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to Perryfields Junior School Perryfields Hub taking and using photographs and images of their children. Any use of pupil images at the Hub is underpinned by the Policy of Perryfields Junior School. We will never include the full name of the pupil alongside an image.

Permission for Photographs and Digital Images

I consent to photographs and digital images of the child named below, appearing in Perryfields Junior School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the Perryfields Hub at Perryfields Junior School.

- We/I give permission for my child to be photographed.
- We/I give permission for my child to be videoed.
- We/I give permission for my child's photograph/video to be placed on Perryfields Junior School's website.
- On receipt of specific information, and a separate consent for each promotional activity, we/I give permission for my child's photograph/video to be considered for external promotional activities at t Perryfields Junior School Perryfields Hub.

Name of Child: ……..…..

Name of Parent/Carer: .....

Signed: Parent/Carer: ……Date: ……

OUTDOOR ACTIVITIES- within the school grounds at Perryfields Junior School

From time to time the Perryfields Hub at Perryfields Junior School may take the children on short supervised outings within the enclosed school grounds, the school hall, the school enclosed playground and quadrant.

- We/I hereby give permission for my child to be taken on outings within the enclosed school grounds, the school hall, the school enclosed playground and quadrant.

Signed: ……..……..Parent/Carer Date: ……

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PERRYFIELDS JUNIOR SCHOOL PERRYFIELDS HUB - REGISTRATION

Name of child ……

to start on: …… for …….. number of *sessions/days* per week.

Operational hours: These are during school term dates only **and exclude non-pupil days** at Perryfields Junior School and also **the last day of the Autumn, Spring and Summer Terms**.

Evening session: 3:15pm – 6:00 pm Mon – Thurs **3.15pm to 5.00pm on a Friday**	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**

Signed: ……..……..…… (Parent/Carer)

Name……Date……

Please note that:

- The Perryfields Hub reserves the right to amend the terms/conditions at any time.
- A copy of insurance policies is available from Perryfields Junior School upon request.
- It is our policy that everyone who attends, works in or visits Perryfields Junior School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

Agreement between Parent(s)/Carer(s) and the Perryfields Hub at Perryfields Junior School:

I understand that by completing and signing this contract and registration form:

- I agree to meet the terms and conditions of the Perryfields Hub.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Perryfields Junior School immediately I am informed that he/she is unwell.
- I agree not to send my child to the Perryfields Hub if he/she is unwell.

Name of Parent/Carer 1

……

Signature of Parent/Carer

……..……....Date:…….

Name of Parent/Carer 2

……..……

Signature of Parent/Carer

…….Date:……

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Perryfields Junior School.

This **contract and registration form** was passed for use in Perryfields Junior School Perryfields Hub

On: ……. By:……..

Position:……