

The banner features a bright orange and yellow background with a large rainbow arching across the top. On the left, there is a stylized sun with rays and a large yellow star. On the right, there are silhouettes of children in various active poses (jumping, running, etc.). The text "Sawley Before and After School Club" is prominently displayed in the center in a bold, black, sans-serif font.

Sawley Before and After School Club

Tel: 07943 923 638

www.sawleybeforeandafterschoolclub.com

Registration Form

Name of Child.....

Gender.....

Date of Birth of Child

Name of Main Parent/Carer.....

Address of Contact.....

.....

Phone Number(s).....

Email address.....

Name of Parent/Carer.....

Address of Contact.....

.....

Phone Number(s).....

Email address.....

Name of Parent/Carer.....

Address of Contact.....

.....

Phone Number(s).....

Email address.....

Name of Parent/Carer.....

Address of Contact.....

.....

Phone Number(s).....

Email address.....

Place of work contact number (parent/carer 1).....

Place of work contact number (Parent/carer 2).....

Who has parental responsibility for your child?

.....

.....

Who has legal contact for your child?

.....

.....

Emergency Contact Details (If we are unable to contact main parents/carers)

(As part of the 2025 framework we are required to have on file more than two emergency contacts)

1.....

2.....

3.....

4.....

Child Care required for (Please Tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School (7:00 to 9am)					
After School (3:00 to 4:30pm)					
After School (3:00 to 6:00pm)					

Fees

The registration fee is a one-off payment of £20 per family

For the **morning session** the current rate is £11 per child per session.

For the **afternoon session with a 4:30pm finish** - £6 per child

For the **afternoon session with a 6:00pm finish** One child attending - £14.50 per after school session

Two children attending £14 per session per child (£28 in total per session)

School

Does your child receive additional learning support in school? Are there any outside agencies that work with your family? (Speech and Language support, Social worker etc)

Yes/No*

If so, please provide details

.....

.....

.....

Food

Does your child have special dietary needs that we may need to cater for?

Yes / No*

If so, please provide details.....

Health

Does your child have any disabilities that we may need to cater for?

Yes / No*

If so, please provide details.....

Religion

Does your child have any specific religious needs?

.....

Language

What is your child's first language at home?.....

Photos

During sessions and special visits photographs and videos may be taken to be used for displays and for the children's files. These photos may also be used for promotional events and the website.

- ☐ I give permission for my child to be filmed or photographed
- ☐ I do not give permission for my child to be filmed or photographed

Emergency Medical

Should my child require a visit to either the doctors or hospital and need emergency treatment whilst attending the Before and After School Club, I hereby give consent for such a visit or emergency equipment should I be unable to be contacted.

- ☐ I give permission for emergency medical care
- ☐ I do not give permission for emergency medical care

Transportation

Do you give permission for the Sawley Before and After School Club to transport your child using public transport, coach, mini bus etc.

- ☐ I give permission for my child to be transported
- ☐ I do not give permission for my child to be transported

Outings

Do you give permission for the Sawley Before and After School Club carers to take your child off the premises to places such as the local park, library, town centre and other local places. Some of these outings may involve taking your child further afield but parents/carers will always be notified of such outings beforehand.

- ☐ I give permission for my child to go on outings

- ☐ I do not give permission for my child to go on outings

Films

- ☐ I give permission for my child to watch films with a PG rating
☐ I do not give permission for my child to watch films with a PG rating

Ethnicity

(Optional) Please tick your child's ethnicity

White

- British
 - Irish
 - Traveller of Irish Heritage
 - Gypsy/Roma
 - Any other White background
-

Asian or Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background
-

Mixed British

- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Black and Asian
 - Any other mixed background
-

Black or Black British

- Caribbean
 - African
 - Any other black background
-

Chinese

Any other ethnic background

Collection

Named people to be registered for collection of your child.....

.....

Contact details of these named people if not already given

.....

.....

Signed Parent/Carer delete as appropriate)

Privacy Notice

At our club we respect the privacy of the children attending and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club (Or given to you).

We will use the contact details you give us to contact you via phone, email and in some cases letter so that we can communicate about your child's care. We may send you emails if you have requested this option for invoicing. We may also contact you so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (For example business accounts/invoicing with the accountant)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* therefor can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

Cancellation Policy - Seven Days' Notice

If you would like to cancel any childcare session with us, we require seven days' notice. The seven days' notice starts the day that you have notified us and includes the day you are cancelling. We ask for these cancellations to be written (A text message, email or letter). If choosing to write a letter please only give this to the Management team. Even if you need to cancel a session and it is out of club hours or the weekend you are always able to leave a text message or answer phone message with us.

You are still able to swap any sessions at any time (if space is available) please just bear in mind you will still be charged for your regular session if we are not notified within seven days. This also applies to swapping session times (4:30pm finish and 6:00pm finish). You will be charged based on the session time booked if 7 days' notice is not given.

Also, if we work on a weekly basis with you could you please notify us seven days beforehand of the childcare needs you will require the week after as this would make it easier for us in regards to staffing and preparation.

Sickness

If your child is unwell and unable to attend the club you will still get charged for your regular sessions and any extra that has been booked.

Please inform the club if your child is not present at school, and does not need to be collected.

School Closures

If Sawley Infant school has to close unexpectedly we would also be required to close the setting. Parents would not be charged whilst the setting was required to close.

If Sawley Junior school closed unexpectedly and we were unaffected and able to stay open all parents would be charged for their regular sessions.

Payment Policy

Payments for childcare are accepted daily, weekly, monthly or termly in the form of cash, cheques, or direct bank payments. Childcare vouchers and the government childcare vouchers are also accepted. If you are paying by cash/cheque we ask that you only pay the management team at the club.

If you pay for your childcare daily, you need to pay on the day that your child attends. If you pay weekly, you need to pay at the start of the week.

Invoices will be given for monthly and termly childcare payment. The balance needs to be paid by the date indicated on invoice. Parents/carers are able to pay before the due date but no later than the date stated.

Parents that need an ad-hoc session with a 4:30pm finish will be required to pay for that session on the day – in advance of the session starting. The payment needs to be made by cash or bank transfer.

We do understand that with childcare vouchers they sometimes may not clear on the exact invoice due date.

We know that certain issues may arise which can make it difficult to pay a balance. If this occurs we ask that you contact Surinder McEvoy or Samantha Hazzard as early as possible so arrangements can be made. Each situation will be dealt with on an individual basis. However we do expect that parents/carers work with us and attempt to at least pay small amounts to clear the total amount outstanding.

If 7 days after the payment due date - the bill still has not been paid (And there has been no discussion to put an agreement in place) your child will lose their place at the club.