

Labracadabra Before and After School Care

Registration Form 2018-2019

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| **Personal Details**Forename Name(s): ………………………………………………………………Address: ……………………………………………………………………………….. ……………………………………………………………….................Postcode: ……………………………………………………………………………… | Surname: ……………………………………………………………………………Date of Birth: ………………………………………………………………………Telephone No.: …………………………………………………………………..Mobile No.: ………………………………………………………………………… |
| **Parent/Carer’ Details****Parent/Carer’ 1**Name: ……………………………………………………………………………………Place of work: ………………………………………………………………………. | Relationship to child: …………………………………………………………Work Telephone No.: ………………………………………………………… |
| Work address: ……………………………………………………………………………………………………………………………………………………………………………Mobile No.: ………………………………………………………………………….. Email address: ………………………………………………………………………. |
| **Parent/Carer’ 2**Name: ……………………………………………………………………………………Place of work: ………………………………………………………………………. | Relationship to child: …………………………………………………………Work Telephone No.: ………………………………………………………… |
| Work address: ……………………………………………………………………………………………………………………………………………………………………………Mobile No.: ………………………………………………………………………….. Email address: ………………………………………………………………………. |
| **Emergency Contacts**1.Name: ……………………………………………………………………………….. 2.Name: ………………………………………………………………………………..  | Contact No.: ……………………………………………………………………….Contact No.: ………………………………………………………………………. |
| **Names of people authorised to collect my child**Name: ………………………………………………………. Relationship to child: …………………………………… Password: …………………………………Name: ………………………………………………………. Relationship to child: …………………………………… Password: ………………………………… |
| **Medical Information**Doctors Name: ………………………………………………………………………Doctors Telephone No.: ……………………………………………………….. | Doctors Address: ……………………………………………………………… ……………………………………………………………… |
| **Medical Information** |  |
| I give consent for emergency medical advice to be sought for my child and/or emergency treatment to be given:Parent/Carer Name: ……………………………………………………………... Parent/Carer Signature: ……………………………………………………Please advise if your child has any medical/special or dietary needs that we need to know about. Does your child:Suffer any illness? ………………………………………………………………………………………………………………………………………………………………………Have any disabilities? …………………………………………………………………………………………………………………………………………………………………Have any special needs? …………………………………………………………………………………………………………………………………………………………….Have any dietary needs? …………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………………………………… |



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| **Parents Agreement (Delete where appropriate)**1. I do/do not give permission for my child to have their photograph taken for Labracadabra for displays and art work/on the school newsletter/on the school website and or twitter.

 1. I do/do not give permission for my child to have their face painted.
2. I do/do not give permission for Labracadabra to apply plasters to my child.
3. I do/do not give permission for Labracadabra to apply sun cream to my child.
4. I do/do not give permission for Labracadabra to allow my child access to the club’s internet facilities, with supervision from Labracadabra staff. I understand that all internet sites will be suitable for the age ranges of the children in the room.
5. I do/do not give permission for staff to administer prescribed medication with written consent.

Parent/Carer Name: ……………………………………………. Parent/Carer Signature: …………………………………………… Date: ……………………. |
| **Childcare Requirements (Please tick appropriately)**Any extra requirements must be booked with the school office, you can call in or phone 01204 333 646 * by 4pm the evening before requiring breakfast care the next day
* by 10am when requiring after school care for the same day.

 Fees are payable in advance. Please note places are limited so we will not always be able to accommodate last minute and/or occasional bookings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breakfast CLub | Monday | Tuesday | Wednesday | Thursday | Friday |
| (Please tick) |  |  |  |  |  |
| Start Date: |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| After School Club | Monday | Tuesday | Wednesday | Thursday | Friday |
| (Please tick) |  |  |  |  |  |
| Start Date: |  |  |  |  |  |

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| **Other Information**Any other information that you feel may be relevant.…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………. |



Labracadabra Before and After School Care

Contract for childcare 2017-2018

Labracadabra is a provider of quality childcare within our provision. We cater for children from Ladybridge Primary school only. All Children are of primary school age.

This contract is between:…………………………………………………………………………….…….., who is the parent/carer “the parent” of

……………………………………………................................................................ “the child” and Labracadabra “the provider”.

The session that the parent requires are:

|  |  |
| --- | --- |
| Breakfast Club Provision: | After School Provision: |
| Number of Sessions: | Number of Sessions: |

**Times of Care and fees**

|  |  |  |
| --- | --- | --- |
| **Breakfast** **Club**: | A breakfast session is priced at £2.50 per day (including breakfast). | **7.30–9.00am** |
| **After School** **Club:** | An after school session is priced at £5.50 per child, per afternoon (including a light tea).  | **3.30-5.55pm** |

**Fees**

The childcare services, “the care”, will begin with a four week trial period. The following terms and conditions must be met for a permanent place.

Parent or provider may terminate care services during the trial period with 24 hour notice.

The commencement date of the care services will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The fees you are contacted to pay each week during term time will be £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “the fee”.

Fees will be cash or paid directly into the bank. To pay fees directly into the bank please see the school office for your child’s Unique Pupil Number (UPN) to use as a reference and Labracadabra’s bank details.

Fees are due on Monday of each week and will be accepted by cash or paid directly into the bank. Children will not be able to attend Labracadabra where fees are outstanding. The fee remains payable even if the child is absent.

**Attendance**

Breakfast Club opens at 7.30am. Breakfast will be served until 8.30am, children who arrive after this time will not be offered breakfast. Children must arrive with an adult and be signed in. After school a known adult must collect your child and sign them out. After school club runs until 5.55pm. A charge of £10 is due at 5.56pm and then £1 for every minute thereafter.

When school is closed for a staff training day, Labracadabra will be closed. In the event of adverse weather where the school has to close, Labracadabra will be closed.

**Personal Items**

Any personal items i.e. lunch boxes, coats, hats, mobile phones etc. are not the responsibility of the company.

**Illness and Medicine**

Labracadabra will follow the schools procedures regarding illness and medicine. Only prescribed medicine can be given to children at Labracadabra when a parent/carer has completed a school permission form.

**Meals**

Cereals, toast (with jam or chocolate spread or marmalade or honey or soft cheese), pancakes, waffles, fruit, yogurt will be offered to children who arrive at Labracadabra before 8.30am. Breakfast is not served after 8.30am. An afternoon light tea will be provided after school. Special diets will be catered for. Meals are included in the fee.

**Chewing gum and lolly pops are expressly prohibited.**

**Discipline**

Labracadabra will follow the schools behaviour policy using a traffic light system. If our discipline policy fails we reserve the right to contact the parent/carer to come and collect the child.

**Termination**

Two absences in any term without prior notification will result in your child’s place being terminated, but the fees applicable to two weeks’ notice will remain payable.

The provider may terminate the child’s enrolment effective immediately if the child’s behaviour threatens the physical or emotional well-being of one or more of the other children at the provider.

The provider will terminate the child’s enrolment effective immediately if the parent is verbally or physically abusive or threatening to the club.

Two weeks written notice is required for termination of care by either part. If a parent does not provide notice of termination, the fee for 2 weeks becomes payable immediately. This notice must be made in writing to the Manager of the club.

**Parents**

Parents are welcome to come by any time during day care hours to check on the care that is provided.

We expect parents/carers to notify the manager of any change in registration details, including telephone numbers, and provide the necessary information regarding the child’s care.

**Renewal**

This contract will be reviewed and signed each Autumn Term. This contract is governed by the laws of England and Wales.

We, the undersigned, parent/carer of ……………………………………………………………………. herby give the provider our permission to provide care as stated in the above contract. My signature signifies my agreement to the above terms and conditions.

Parent/Carer signature: …………………………………………………………………………………………………… Date: ………………………………………………