

Willows @ St Thomas Before & After School Club



OUT OF SCHOOL CLUB

Booking & Payment Information

Bank Details: Santander Account Number: 11477273 Sort Code: 09 01 29

Call us to discuss your childcare requirements on

01484 715 676 or 0775 1155965

7.00am-9.00am 3.00pm-6.00pm

or

email: info@willowsdn.co.uk

[Mobile Number for the club - 07391 853 937](#)

Check out our facebook page

Booking Form

Date you wish your child to start _____

Personal Details

Child's full name _____ Date of Birth _____
Home Address _____ Postcode _____
Home Tel _____
Language(s) _____ Ethnic origin _____ Religion _____ Nationality _____

Details of any disabilities / special needs _____

Parent 1

Title _____
Full name _____
Address _____
Home Tel _____
Mobile _____
Workplace _____
Work Tel _____
E-mail _____

Responsibilities (please tick those that apply)

Legal contact with child
Parental responsibility
Collect child from nursery
Payment of fees
Contact in an emergency

Parent 2

Title _____
Full name _____
Address _____
Home Tel _____
Mobile _____
Workplace _____
Work Tel _____
E-mail _____

Responsibilities (please tick those that apply)

Legal contact with child
Parental responsibility
Collect child from nursery
Payment of fees
Contact in an emergency

Other emergency contacts

Name _____
Relationship to child _____
Tel No _____
Mobile No _____

Responsibilities (please tick those that apply)

Collect child from nursery
Contact in an emergency

Name _____
Relationship to child _____
Tel No _____
Mobile No _____

Responsibilities (please tick those that apply)

Collect child from nursery
Contact in an emergency

PASSWORD: _____ (for when your child gets collected by someone other than yourself)

Breakfast club will open at 7.00am and drop off to classroom.

All after school club sessions run from collection to 6pm.

Collection is when school finishes, but we can also collect from any after school club's children are attending within St Thomas primary school – please confirm times with club staff.

Medical details

Does your child have any **allergies**? YES / NO

If yes, please give details of the cause and the reactions _____

Does your child have any current **medical conditions or needs**? YES / NO

If yes, please give details _____

Does your child have any special **dietary requirements**? YES / NO

If so, please give details _____

Consent

- Yes / No** - I will adhere to the terms and trading of The Willows @ St Thomas - copy attached
- Yes / No** - consent for my child to receive emergency medical advice or treatment whilst in the care of the club
- Yes / No** - consent for my child to have a splinter removed if within reach or covered by a plaster
- Yes / No** - consent for my child to have sun cream applied by practitioners
- Yes / No** - consent for my child to have his/her photo taken for displays around the club and local press.

Signature: _____ Date: _____

Sessions

Name of child

Name of Class Teacher

Please tick boxes below for the sessions you require.

Breakfast Club

Day	Cost per session	Tick if Breakfast club required
Monday	£7.50	
Tuesday	£7.50	
Wednesday	£7.50	
Thursday	£7.50	
Friday	£7.50	

After School Club

Day	Cost per session	Tick if collection required	
		Up to 4.30pm	Up to 6pm
Monday	£9.75 (Up to 4.30pm- £5.50)		
Tuesday	£9.75 (Up to 4.30pm- £5.50)		
Wednesday	£9.75 (Up to 4.30pm- £5.50)		
Thursday	£9.75 (Up to 4.30pm- £5.50)		
Friday	£9.75 (Up to 4.30pm- £5.50)		

Willows @ St Thomas Before & After School Club

Parent/Carer's Contract

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Willows @ St Thomas Before and After school Club which is run by The Willows Day Nursery (Brighthouse) Ltd hereby referred to as the "Club". I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- Fees are reviewed annually every April and increases will be kept to a minimum.
- Once my child is delivered to the Club he/she will be in the care of the Club until they are collected and signed out by a 'Named' responsible adult.
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked into the club.
- I will book into the club on a termly basis and will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the manager – all payments must be made by the 10th of the month for when the fees apply- any late payments will incur a charge of £20 and all discounts will be removed from the invoice, unless otherwise agreed with John in writing.
- No refunds or substitutions of days for absenteeism.
- If I am struggling and facing difficulties in paying my invoice I will take the matter up with John as soon as the problems arise.
- If no payment of fees are made and no attempt to resolve outstanding fees by speaking to John then your child's place will be held for 2 weeks, after this their place will be withdrawn and further action will be taken.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- The Club closes at 6.00pm Monday to Friday. If for any unforeseen circumstances I am going to be late, I will contact the manager/deputy.
- If my child is not collected by 6.00pm I will pay a charge of £10.00 per quarter of an hour to cover the costs of the two staff who are legally required to stay.
- If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then the Club will be legally required to contact Social Services.
- Whilst the Club tries to ensure the safety and security of items, it or it's staff cannot be held responsible for anything lost, stolen or broken.
- I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at the Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from the Club may sign any consent forms necessary for treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals.
- Where the club has endorsed my claim for Tax Credit, the Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature _____ Date _____

PLEASE INDICATE YOUR PREFERRED METHOD OF PAYMENT

- Standing Order** - An amount can be calculated to run from September to August (full academic year) this amount should be set up to be paid direct by standing order to The Willows Day Nursery (account details on page 1)
- Bank Transfer** - One off payments may be paid by bank transfer/faster payment
- Cheques** - To be made payable to The Willows Day Nursery
- Cash** - Accepted but not encouraged – (please ask for a receipt)
- Childcare Vouchers** - We have accounts with many voucher schemes, please ask John for details

The Willows Day Nursery should be **notified 24 hours before a session** if your **child will not be attending** a booked session on **01484 715 676** or email info@willowsdn.co.uk

*Refunds/credits cannot be given for cancelled sessions.

Please find below payment details for the club fees:

Santander

Account number: 11477273

Sort code: 09-01-29

Edenred

Account number: P21141207

Fideliti

Account number: THE102C

Computershare

Account number/ID: 0024731705

Care-4

Account number: 08608167

Sodexo

Account number: 879400

For all the voucher companies below, please use either our OFSTED registration number EY542549, our post code is HD6 3BB or use the nursery name to find us on their childcare provider list.....

HMRC

ENJOY BENEFITS LTD

BUSY BEES

CO-OP FLEXIBLE BENEFITS

KIDDIVOUCHERS

MYCCI CHILDCARE

SALARY EXCHANGE

Please ensure your child's name is included in the payment reference so we can match your payments to invoices. If you use any voucher companies that haven't been stated above, then please let me or the staff know and I will set them up for you.