

# Thelwall Link Club Registration Form and Terms of Entry

(Page 1 only to be completed for children that do not attend Thelwall Infant School)

<b>Child's Details</b>			
Forename;		Surname;	
Address;			
Date of Birth;			
<b>Family details</b>			
Parent (1) name;			
Relationship to child;			
Telephone (mobile);		Work/home;	
Address (if different from child)			
Parent (1) Name;			
Relationship to child;			
Telephone (mobile);		Work/home;	
Address (if different from child)			
<b>Additional Emergency contact</b>			
Name			
Relationship to child			
Telephone (mobile);		Work/home;	
Address			

## Terms of entry

### Opening Times

Thelwall Link Club is open from 7.30am until 8.45am, 3pm until 6pm during term time. Holiday care will be provided on a needs basis. The club will open during some of the school holidays where demand is high enough. The morning session includes breakfast and afternoon session includes a light tea. Flexible arrival and departure times can be arranged to suit individual needs.

### Fees

INFANTS		JUNIORS	
Breakfast (from 7.30	£5.00	Breakfast (from 7.30)	£5.00
3pm to 5pm	£9.00	3.20pm to 5pm	£8.00
till 6pm	£10.50	till 6pm	£9.50

- Fees are calculated in advance on a half termly basis for all regular scheduled sessions. Invoices are sent out during the first week of the half term and will state two payment dates. Half of the invoice must be settled by the first date stated on the invoice (half way through the half term) and the remaining amount prior to the end of the half term.
- Refunds will not be given if the children are absent from the club for any reason or if the club is forced to close due to unforeseen circumstances. Sessions may also not be swapped on these occasions.
- Any additional sessions (ad hoc sessions) will be invoiced separately by the end of the week in which the additional sessions have been taken.
- **Childcare vouchers can also be used** (see overleaf)
- Please check with the club to check opening schedules for school inset days. For clubs closed on bank holidays, no charge will be administered.
- Payment is via online banking.

Account Name: **Thelwall Infant school**

Account Number: **49654068**

Sort Code: **30-99-14**

Reference: **(please use your child's initial and surname)**

- There may be a minimal annual fee increase to reflect rising costs.

### Late payment charges

- Fees that are not paid by the due date will incur a surcharge of 5%.
- Fees still unpaid at the time of the next issued invoice will incur a surcharge of 7.5%.

### Changing sessions and booking Ad Hoc sessions

- You are required to give two weeks notice in writing when reducing sessions or leaving the Thelwall Link Club and normal fees apply for the notice period.

- Ad Hoc sessions will be accommodated wherever possible but we may not be able to do so at very short notice due to staffing levels. Wherever possible we request at least 24 hours notice.
- Any ad hoc sessions that have been booked will be charged even if the child does not attend (unless two weeks notice is given).

### **Early drop-off / Late pickup fees**

- Children that are collected late at the end of their session will incur a late pickup charge of £5. For children who are still not collected by 18:30, a further charge of £15 will be administered.

### **Childcare Vouchers**

- Thelwall Link Club accepts any type of childcare voucher that your employer may use. Please speak to the school office to find out if we are currently registered with your voucher provider. If not a school will complete the registration process with the provider. You are entitled by the government to a maximum of £243 per month which can be deducted from your salaries tax free to be used for the payment of childcare fees. You will need to set up this arrangement with your employer. Please make sure that you use your child's name as a reference with any electronic payments.

### **Child illness / absence**

- Thelwall Link Club follows the schools policy for children suffering from contagious diseases. Children who have been sick should be kept off for 48 hours after the last bout of sickness. · Parents are required to notify the club if their child is going to be absent from the club through illness or other reason.

### **Daily drop off and collection**

- Children must be signed in by a parent/carer when entering the club in the morning. · Thelwall Link Club will only release a child to a named person other than their parent/carer if they have been informed of this by the parent or guardian.
- Parents should not collect children without first registering with a member of staff in the room.

### **Contact details**

- Parents have a responsibility to update the club within 24 hours of any change in address or contact details.

### **Policies & procedures**

- Thelwall Link Club follows the policies implemented by Thelwall Infant School.

### **Conditions of entry**

- Thelwall Link Club reserves the right to change these conditions at any time with one month's notice.

### **Medical and Emergency Treatment**

- Thelwall Link Club follows the school policy for administration of medication. If your child needs prescribed or non-prescribed medication please speak to the link club supervisor or headteacher.
- For children with asthma additional inhalers will not need to be provided for children attending the infant school as they can access the ones already stored in school. For children attending the junior school an asthma form will need to be completed and an additional inhaler provided.

I hereby give my consent for the Club to seek emergency treatment and (GP or Emergency Services) in the absence of parents. I have signed the Enrolment Form to indicate this.

**Declaration**

I agree to abide by the conditions of entry listed above and overleaf and register with the Thelwall Link Club.

Signed by parent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of child:			Date of birth:		
We would like our child to attend on the following days: (please tick all that apply)					
BREAKFAST CLUB					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
AFTER SCHOOL CLUB					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Until 5pm					
Until 6pm					
If we find that we no longer need the place, we will inform the setting as soon as possible:					
My child attends:	Thelwall Infant School		Thelwall Junior School		
Additional information e.g. ad hoc sessions due to shift work etc.					
Signature of Parent:			Date:		

