

**Abbey Playden – Breakfast and Afterschool Club**

**Registration Document**

Barclay Road, Smethwick, West Midlands, B67 5LT

Telephone: 0121 429 2700

Executive Head Teacher: Dr Richard Kentish

Club Manager: Mrs N Hickman

School Business Director/Executive Head Teachers PA: Ms S M Collins

E-mail: [abbeyplayden@abbey.sandwell.sch.uk](mailto:abbeyplayden@abbey.sandwell.sch.uk)

Website: [www.abbeyfederation.org](http://www.abbeyfederation.org)

**Pupil Details**

Forename:
Surname:
Date of Birth:
Gender:
Child's Class:

Address:
Post Code:
Telephone:

**Parent Details**

<b>Father</b>	
Title:	
Forename:	
Surname:	
Address:	
Post Code:	
Telephone:	
Do you have Parental Responsibility?	<b>YES / NO</b>
Are you in contact with your child?	<b>YES / NO</b>
Does your child live with you?	<b>YES / NO</b>
Single Parent:	<b>YES / NO</b>
Foster Parent:	<b>YES / NO</b>

<b>Mother</b>	
Title:	
Forename:	
Surname:	
Address:	
Post Code:	
Telephone:	
Do you have Parental Responsibility?	<b>YES / NO</b>
Are you in contact with your child?	<b>YES / NO</b>
Does your child live with you?	<b>YES / NO</b>
Single Parent:	<b>YES / NO</b>
Foster Parent:	<b>YES / NO</b>

**Inclusion and Medical Information**

Is your child currently being assessed for a statement of Special Educational Needs? **YES / NO**

Does your child have or show signs of behavioural or learning difficulties? **YES / NO**

If yes, please give a brief description:

Are any professionals or outside agencies involved? **YES / NO**

If yes, please circle:

Social Worker / Family Support Worker / Speech & Language / Early Help / Early Years Team

Physiotherapist / School Nurse Team / Education Psychologist / Health Visitor / CAMHs

Name of Professional:

Role:

Address:

Telephone:

Do any of the following apply to your child?

Disability Allowance	<b>YES / NO</b>
EHCP	<b>YES / NO</b>
Health Visitor	<b>YES / NO</b>
School Nurse	<b>YES / NO</b>
Early Help	<b>YES / NO</b>
Child in Need Plan	<b>YES / NO</b>
Child Protection Plan	<b>YES / NO</b>

**Pupil Medical Details**

If the following medical information is not completed your child may be excluded from certain activities within Playden. It is the Parent / Carers responsibility to inform Playden if and when medical circumstances change, using the Playden email [abbeyplayden@abbey.sandwell.sch.uk](mailto:abbeyplayden@abbey.sandwell.sch.uk)

**Please note if your child has a medical condition that requires medication to be kept in school, you will also need to provide an additional set of medication to be kept in Playden.**

**\*\*WITHOUT YOUR CHILD'S MEDICATION YOUR CHILD WILL NOT BE ACCEPTED TO PLAYDEN \*\***

**If your child requires an Adrenaline Auto Injector (e.g: Epipen, Jext or Emerade) or Buccolam medication, we will require 2 sets of this medication for Playden.**

**Does your child have any health requirements?**

**YES / NO**

If yes, please specify:

**Does your child require regular medication?**

**YES / NO**

**If yes, please detail below and complete necessary medication forms provided upon request:**

**Medical Conditions:**

**Medical Notes:**

**Does your child have any allergies?**

**YES / NO**

If yes, please provide further details:

## Parent / Carer Consent

Please read and answer the statements below:

### First Aid and Minor Injuries

I give permission for my child to receive minor First Aid treatment where necessary. **YES / NO**  
All our staff are Paediatric First Aid trained. Details will be recorded on our Medical Tracker and you will be notified of any incidents via email. You will also be telephoned if your child has had a head bump.

### Emergency Consent

I give permission for my child to be treated by Emergency Services (**you will be notified immediately**). I also give consent for a member of staff to accompany my child to hospital, sign required consent paperwork and allow hospital staff to give essential treatment until your arrival. **YES / NO**

### Administration of Medicine

I give consent for a member of staff to administer medicine prescribed by my child's GP. Medicine must be clearly labelled by a GP / Pharmacy and given to a member of Playden staff. I understand that I will need to sign a care plan provided by Playden before staff can administer medication. **YES / NO**

### Illnesses

I understand that certain infectious illnesses would require my child to be excluded from Playden for a period of time, to prevent the spread of infection. We take advice from the School Health Nurse and Public Health England to ascertain the appropriate course of action. Should your child become unwell during a Playden session, you will be contacted and expected to collect your child immediately. **YES / NO**

### Internet Access

I give permission for my child to access the internet. **YES / NO**

### Photographs

I give permission for my child's photograph to be used on the School Website, around School and on the Abbey Lens. **YES / NO**

## Snack Provision

**Does your child have any dietary requirements?**

**YES / NO**

If yes, please provide further details:

### Menus

All children will be provided with breakfast during morning sessions and a light snack during the after school club. A full menu can be provided upon request.

**Please note that breakfast will not be served after 8.15am.**

### Safeguarding / Child Protection

It is the duty of the staff to respond to, and report any suspicions of child abuse or neglect to our Designated Safeguarding Lead (DSL). In this event the DSL will follow Safeguarding Procedures as detailed in the Schools Safeguarding Policy. All policies can be found on the Abbey Website. <https://www.abbeyfederation.co.uk/key-information/policies>

### Insurance

All children are covered by the School's insurance policy provided by Sandwell Local Authority.

### Holidays and Absences during Term-Time

Sessions will still be charged if not cancelled within 48 hours, even if your child does not attend. This includes child illnesses, medical appointments, family holidays, school trips and visits. It is the Parent/Carer's responsibility to cancel any bookings they have previously booked.

### Lost Property

Please ensure that your child does not bring in toys and equipment from home. Playden cannot take any responsibility if they are lost, stolen or damaged. Items identifiable will be returned to your child. All unidentifiable items will be sent to Lost Property at either the Infant or Junior School. All lost property is disposed of at the end of every half term.

### Emergency Contact Details

Please give details of all persons, in order of preference, permitted to collect your child from Playden and to be contacted in case of an emergency. Your password must be provided upon collection.

#### **Contact 1**

*(This will be the first person contacted in an emergency)*

Full Name:

Address:

Post Code:

Telephone:

Mobile Number:

Work Number:

E-mail:

Relationship to Child:

#### **Contact 2**

*(This will be the second person contacted in an emergency)*

Full Name:

Address:

Post Code:

Telephone:

Mobile Number:

Work Number:

E-mail:

Relationship to Child:

#### **Contact 3**

*(This will be the third person contacted in an emergency)*

Full Name:

Address:

Post Code:

Telephone:

Mobile Number:

Work Number:

E-mail:

Relationship to Child:

#### **Contact 4**

*(This will be the fourth person contacted in an emergency)*

Full Name:

Address:

Post Code:

Telephone:

Mobile Number:

Work Number:

E-mail:

Relationship to Child:

### Dropping Off and Collecting your Child

- Both Breakfast and After School Club is run from the Junior School Dining Hall.
- Access to and from Playden is made via the school driveway at the far end of the school on Barclay Road.
- Please use the bell located to the left of the gate to notify staff of your presence.
- Parents **must remain** with their child until a Playden member of staff collects their child from them and signs them in for Breakfast club.
- Children must not arrive before 7.30am. The gates will not be opened until 7.30am.
- Children must be collected by a responsible adult with the password and Playden staff will sign them out.
- Children will NOT be released to walk home alone.
- It is vitally important that dropping off and collection times are strictly adhered to, as staff are only contracted for Playden's official hours. **Please refer to the 'Late Collection' section of the Financial Agreement for the fees that will incur if you are late.**
- Children must be collected by 5.30pm

### Late Collection Fees

- **Late fees are charged from 5.31pm. There are NO EXCEPTIONS to this.**

In cases of late collection, the following charges apply:

5.31pm - 5.40pm	£15.00 per child
5.41pm - 5.50pm	£30.00 per child
5.51pm - 6.00pm	£45.00 per child
6.01pm - 6.10pm	£60.00 per child
6.11pm - 6.20pm	£75.00 per child
6.21pm - 6.30pm	£90.00 per child

### Change in Person/s Collecting your Child

If there is a change in collection arrangements or it is the first time a person is collecting your child from Playden, we need a password before we can release them. You must remember this password and ensure that all adults collecting your child are aware of it. The password system is in place for the security of your child, and it is your responsibility to keep it confidential and inform us should you wish to change it at any time.

Please note that your child will not be handed over to another person without them giving the password.

Please indicate below the password you would like to set up for your child:

**Password:** \_\_\_\_\_

If there is a Court Order in place that forbids a parent with 'Parental Responsibility' from collecting your child, you must notify the Designated Safeguarding Lead and ensure we hold a copy. Legally we are unable to refuse access to a child if the parent has 'Parental Responsibility' unless we have evidence of a Court Order or other Official Documentation to contradict this.

### Payment of Fees

Please choose your preferred payment method below:

ParentPay

Childcare Vouchers  Voucher Provider \_\_\_\_\_

**Parents / Carers are responsible for requesting any statements required for Universal Credit. Please email the Playden address and ask for this to be sent to you, specifying any dates or periods that you would like this to cover.**

### Sessions Required

**Breakfast Club only** YES / NO

**After School Club only** YES / NO

**Breakfast Club and After School Club** YES / NO

### Booking / Cancellation Period

Bookings must be made or cancelled by midnight two days prior to the day of the session required (excluding weekends).

**All sessions booked are chargeable, even if the session has been booked in error or not attended.**

Please refer to the table below for booking timescales.

For a Booking on:	Needs to be booked / cancelled by midnight on:
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Emergency bookings required after the booking /cancellation period will only be considered based on pupil to staff ratio. In this instance you must phone 0121 429 2700 to check availability.

**PLEASE NOTE THAT BOOKINGS REQUESTED AFTER THE DEADLINE CANNOT BE GUARANTEED.**

If your booking is confirmed you will also incur a late booking fee of **£2.00**, so you would then be requested to add payment to your account before we can manually add the sessions for you.

### Late Collection Fees

In cases of late collection, the following charges apply:

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5.41pm - 5.50pm	£30.00 per child
5.51pm - 6.00pm	£45.00 per child
6.01pm - 6.10pm	£60.00 per child
6.11pm - 6.20pm	£75.00 per child
6.21pm - 6.30pm	£90.00 per child

If your child has not been collected and we are unable to make contact with you, we are advised to contact the local Police Station and /or Sandwell Children's Trust for assistance.

It is extremely important that you collect your child on time. If for any reason you are going to be late it is imperative that you call Abbey Playden on 0121 429 2700 (option 5). **Late collection fees will still apply.**

Frequent late collections will result in the withdrawal of our services. Failure to pay the late collection fee will result in the withdrawal or suspension of our services until the late payment fee has been paid.

## Financial Agreement (Contract)

Childs Name: \_\_\_\_\_

Parent / Carer: \_\_\_\_\_

Club Fees:	<b>Breakfast Club:</b>	<b>Whole School - 7.30am to 8.50am</b>	<b>£6.00</b>
	<b>After School Club:</b>	<b>Infants - 3.15pm to 5.30pm</b>	<b>£10.50</b>
		<b>Juniors - 3.25pm to 5.30pm</b>	<b>£10.50</b>

- Parents / Carers are responsible for booking and cancelling all the required Playden sessions.
- It is the Parent / Carers responsibility to ensure there are sufficient funds available in their ParentPay account to complete bookings.
- If paying via Childcare Vouchers you must allow additional time for payments to be transferred from your Childcare Voucher Provider. ***This can take several days to show as 'cleared' funds in our bank account (usually 3-5 working days but this may take longer over Bank Holidays) – Computershare vouchers are only received once a month.***
- If paying through Childcare Vouchers, there will be a delay in this payment reaching your account during the school holidays. To ensure all bookings are completed, you will need to make payment for the session on ParentPay and this payment can then be refunded, once the voucher payment has been allocated to your account. Please ensure you email [abbeyplayden@abbey.sandwell.sch.uk](mailto:abbeyplayden@abbey.sandwell.sch.uk) if you require a refund of any payments made on ParentPay and this will be done once cleared funds from the Voucher Company are received.
- Parents/Carers can select and add as many sessions as they would like, but it is the Parents/Carers responsibility to ensure payment is made for the days selected. When a date has been chosen, you will need to make payment within the time frame or the session will be removed. ParentPay updates the system at midnight and any sessions selected for the following day, that have not been paid for, will be removed. Parents and the school are not notified of the session removal and your child/children will not be able to attend.
- If you cannot cancel your booked sessions within the notice period of 48 hrs, **you will still be charged** even if your child does not attend the session. ***Please refer to the 'Booking / Cancellation Period' section of this agreement.***

**Financial Confirmation**

I am / We are responsible for the payment fees for \_\_\_\_\_

I / We confirm that the information provided within this agreement is accurate to the best of my knowledge. I have read, understood and agreed to all conditions set out in this agreement. I agree that both parents / carers with parental responsibility are liable to pay all fees as they become due.

I / We have received a copy of this Financial Agreement (Contract) and will abide by its conditions.

Parent / Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**On behalf of The Federation of Abbey Infant and Junior School:**

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Protection Act 1998 and GDPR 2018**

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE for how the School uses and processes your data, please refer to the School's Privacy Notice on the GDPR Section of our website.

