



Breakfast & after school club
Application form

Hoole Enterprise Trust Time for You (HETTY)

Hoole Lane, Hoole, Chester, CH2 3HB

www.hettypreschool.co.uk

Telephone: **07307 870845** or **01244 500908**

Email: Denise - hettymanager@hooleprimary.cheshire.sch.uk

Lucy - lucynevitte@hooleprimary.cheshire.sch.uk

Website: www.hettypreschool.co.uk

HETTY MANAGER: Mrs Denise Bowes

DEPUTY MANAGER: Mrs Sue Noden

SUPERVISOR: Miss Lucy Nevitte

TEACHER: Mrs Su Chester B.Ed. (Hons)



Date of form submitted:

Requested start date:

HETTY Breakfast and After School Club

HETTY Breakfast and after school club is available five days a week, term time only. HETTY will close on all statutory bank holidays and for 2 weeks over the Christmas holidays.

Holiday care is available for School holiday dates and INSET days unless you are notified otherwise. Holiday care booking forms and registration forms are separate.

Session times

Breakfast Club - 7.45am to 8.45am, breakfast served up to 8.30am.

After school care - 3.10pm to 5.45pm, light snack served between 3.30 and 4.00pm.

Fees

Breakfast session **£4.25** including breakfast cereal.

After school session **£10.50** including a light snack.

A sibling discount of 5% will be applied for families with for more than one child who attends, discount is taken off the second child's fees.

Full fees are payable for sessions missed through sickness, non-attendance, holidays or cancellations.

Cash, BACS, cheque, childcare vouchers, tax-free childcare and standing order can be used to make payments.

Valuables & lost property

Children must not wear or bring jewellery, toys or other valuable items into HETTY to avoid them getting lost or damaged. HETTY do not accept responsibility for lost, damaged or stolen items brought from home.

Attendance and bookings

If you wish to cancel your child's place at HETTY, we require two weeks' notice in writing or charges will continue to be made.

All bookings must be made in advance with the Manager or Supervisor.

Policies and procedures

HETTY make all of our policies and procedures available for parents/carers to access on our website www.hettypreschool.co.uk

| Child's Details | | | | | |
|-------------------------------------------------------------------------------------|---------------|----------------|------------------|------------------------------|---------------|
| First Name | | | | | |
| Middle names | | | | | |
| Surname | | | | | |
| Preferred name (if different) | | | | | |
| Gender | Male | | | Female | |
| Child's Date of birth (dd/mm/yyyy) | | | | | |
| Child's primary home address | | | | | |
| | Postcode: | | | | |
| Religion/Faith | | | | | |
| Festivals/customs observed | | | | | |
| Language spoken at home | | | | | |
| I wish to register my child for (please tick): | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast club | | | | | |
| After school club | | | | | |
| Please detail the names of adults with legal guardianship of the named child | | | | | |
| First name | | | | <u>Relationship to child</u> | |
| Surname | | | | | |
| First name | | | | | |
| Surname | | | | <u>Relationship to child</u> | |

| |
|-----------------------------|
| Parent/Carer details |
|-----------------------------|

| | |
|-----------------------|--|
| First name | |
| Surname | |
| Relationship to child | |
| <u>Home address</u> | |
| | |
| Home telephone | |
| Mobile telephone | |
| <u>Email address</u> | |
| | |
| <u>Work address</u> | |
| | |
| Work telephone | |

| | |
|-----------------------|--|
| First name | |
| Surname | |
| Relationship to child | |
| <u>Home address</u> | |
| | |
| Home telephone | |
| Mobile telephone | |
| <u>Email address</u> | |
| | |
| <u>Work address</u> | |
| | |
| Work telephone | |

| Alternative contact details | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| Please provide details of at least one other person we can phone if we are unable to contact the primary caregiver | | |
| <u>Name</u> | <u>Relationship to child</u> | <u>Mobile Number</u> |
| | | |
| <u>Address</u> | | <u>Other telephone number</u> |
| | | |
| <u>Name</u> | <u>Relationship to child</u> | <u>Mobile number</u> |
| | | |
| <u>Address</u> | | <u>Other telephone number</u> |
| | | |

| Please list the details of any other adults who are permitted to collect your child from HETTY (other than those named above) | | |
|-------------------------------------------------------------------------------------------------------------------------------|--|------------------------------|
| First name | | <u>Relationship to child</u> |
| Surname | | |
| First name | | <u>Relationship to child</u> |
| Surname | | |
| First name | | <u>Relationship to child</u> |
| Surname | | |
| First name | | <u>Relationship to child</u> |
| Surname | | |

| Child's medical details | |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <u>Name of child's doctor</u> | <u>Address of doctors surgery</u> Telephone: |
| Please detail any special educational needs or disability that your child may have: | |
| Please detail any medical needs including details of regular medication that your child may require: | |
| Please detail any allergies or intolerances: *any allergy, not just food allergies* | |
| *please also fill out a medical healthcare plan if your child suffers from allergies and medical conditions* | |
| Please tell us about any dietary requirements: | |

Terms and conditions

- I understand that persistent late or non-payment of fees may jeopardise my child's place.
- If my child is not collected by 5.45pm this will incur an extra charge to cover the costs of the two staff who are legally required to stay. If my child has still not been collected after doing everything possible to contact parents and emergency contacts, then I understand that the after-school club staff will be legally required to contact Social Care.
- I understand that persistent late collection may jeopardise my child's place
- I understand that staff cannot be held responsible for any lost or stolen items.
- I understand that HETTY's behaviour policy will apply to both the breakfast and after school clubs. HETTY is a time for fun, but my child should be aware of behaviour expectations. If my child chooses to misbehave, this could jeopardise my child's place.
- I understand that HETTY will endeavour to cater for all children's needs and make adaptations wherever possible, however in exceptional circumstances if the setting cannot meet my child's needs, they may no longer be able to attend the club
- I confirm that the information given on this form is correct and agree to notify the club of any changes in writing.
- I understand that the club has policies and procedures, there are expectations and obligations relating to the conduct of myself, and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child is delivered/collected for breakfast/after school club he/she will be in the care of the staff until collected by a 'named' responsible adult. Please inform a member of staff if someone other than yourself is collecting your child.
- I will inform HETTY staff if my child will not be attending the club on a day that he/she is booked in to the club.
- I will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the manager, Mrs Bowes.
- I have been made aware of how to access the company's policies and procedures and I understand that terms of my child attending the club are detailed in the settings policies.

I have read, understood and in signing this form and I accept the above terms and conditions for my child attending the breakfast/after school club.

Signature **Print name.....** **Date.....**

Consent and permissions (1)

Photographs of Children

We take photographs of the children during breakfast/afterschool club to show what we have been up to. Such photographs are be displayed around the setting, on our HETTY website or on promotional literature such as fliers or the local newspapers. Photographs will be stored on the system at HETTY for up to 6 years.

I give permission for the named child to:

- have their photograph taken to be used for display purposes within HETTY
- have their photograph taken to be used for publicity, e.g. Promotional literature, newsletter, website, newspapers

Activity permissions

As part of the activities that we offer, your child may be given the choice to have their face/nails painted and will be able to access technology such as iPad and laptop to access educational resources. Your children will also have supervised access to the school grounds with your consent

I give permission for the named child to:

- play in the school grounds with supervision
- be face painted/have nails painted
- access the internet through school iPad/laptop

Observations

If your child is part of the EYFS (reception school year) HETTY staff will observe and record your child's success and achievements in the celebration book kept in HETTY. Achievements and next steps are shared and discussed with your class teacher each term. Information we hold about your child is available to you upon request.

I give permission for the named child to:

- be observed by HETTY staff as part of the EYFS requirements
- have observations and next steps shared with their class teacher

Signature.....Print name.....Date.....

Consent and permissions (2)

Sharing information

We require your permission to share information about your child with their class teacher in order to support our partnership with Hoole C of E Primary school and to ensure the best outcomes for your child.

- I give permission for HETTY staff to share information about my child with staff at Hoole C of E primary school

Emergency first aid

In a medical emergency, HETTY staff may be required to seek urgent medical advice from your child's doctor or may be required transport your child to hospital using their own vehicle. In the event of a serious accident, parent/carers will be contacted

- I give permission for HETTY to administer first aid if required
- I give permission for HETTY staff to seek medical advice should they feel it is necessary

Sun Cream

Sun cream should be applied by parents/carers before school. Your child will be encouraged to re-apply it again before outdoor play at after school club. Staff will assist your children in applying sun cream with your permission

- I give permission for HETTY staff to assist my child in applying their own sun cream
- I give permission for HETTY staff to apply Aldi own brand sun cream to my child (provided by HETTY)

Privacy policy and Data protection

Please see our privacy data protection policy on the HETTY website www.hettypreschool.co.uk for detailed information on what information we collect and how this information is used and stored.

- By ticking this box, you are consenting to us continuing to holding and processing your data and sending you information.**

Signature.....Print name.....Date.....