



<u>Out of School Club Enrolment form</u>	
Surname:	Forename:
Date of Birth:	Other names:
Gender: Male / Female	
Address:	
	Postcode:
Telephone:	Mobile:
Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted should the need arise.	
1, Name & Relationship to child:	
Address:	
Telephone:	Mobile:
2, Name & Relationship to child:	
Address:	
Telephone:	Mobile:
3, Name & relationship to child:	
Address:	
Telephone:	Mobile:
Doctors Name:	Doctors Telephone:
Medical information:	
Allergies:	
Any other information:	

Does your child have any additional needs?

Please explain below:

*I do/do not consent to my child having their face painted with approved face paints.

*I do/do not consent to my child watching films that are certified PG and carefully selected 12.

*I do/do not consent to my child playing on games consoles with carefully selected games up to age band 12.

*I do/do not consent to Little Angels Childcare Staff applying a reputable brand of sunscreen to my child.

*I do/do not consent to photographs being taken of my child for: (Please tick all boxes that apply)

- Ofsted Requirements
- Staff Training Portfolios
- Website and Prospectus
- Local Press
- Display Purposes

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(*Delete as appropriate)

Whilst we do not object to children bringing in appropriately aged games or DVDs, in order to safeguard your children we do not allow personal camera's or any other media with recording devices eg. Ipods, Nintendo DSI's, mobile phones etc. All personal belongings should be clearly labelled and Little Angels Childcare takes no responsibility for loss or damage.

Please list any responsible person(s) (over the age of 16) authorised to collect your child from the setting:

Signed.....Print Name.....

Date.....



Parental Contract

When do we open and close?

Preschool

Preschool invoiced sessions are 9.00am - 11.30am and 12.30 - 3.00pm

Government funded sessions are 9.00am - 12.00pm and 12.00pm - 3.00pm

Extended sessions are 9.00am - 3.00pm inclusive (hourly rate)

Breakfast Club

Breakfast Club starts at 8.00am. Children will be escorted to their classroom at 9.00am

After School Club

After School club starts at 3.00pm for preschoolers and 3.15pm for schoolchildren.

Holiday Club

Holiday Club starts at 8.00am - 6.00pm throughout all school holidays excluding Christmas

Where do I bring my children, and collect them from?

Preschool

Children are dropped off and picked up from the Preschool room at the right hand side of the building and "handed over" to a member of staff. For safety reasons the gates will only be open at 9.00am, 11.30am, 12.00pm, 12.30pm and 3.00pm. Should you wish to access Preschool anytime outside of these hours you must enter through the main entrance of the school.

Breakfast Club and After School Club

These clubs are either held in the community room (on the right side of the building) or in the school hall (on the left side of the building) Generally there will be a sign outside that will indicate which side we are on. For legal reasons children **MUST** be signed in and out of the club by a parent /guardian. Please inform a member of staff if anyone other than yourself will be collecting your child, and you sign a form to give consent (This person must be a responsible adult over the age of 16)

Holiday Club

Children attending holiday club are dropped off and picked up from the community

room on the right hand side of the building. For safety reasons the gate will be locked during holiday club hours. There will be a doorbell positioned on the wooden post to the left of the gate or call one of the numbers at the bottom of this contract. For legal reasons children **MUST** be signed in and out of club by a Parent / Guardian. Please inform a member of staff if anyone other than yourself will be collecting your child, and you sign a form to give consent (This person must be a responsible adult over the age of 16)

ALL PARENTS MUST PROVIDE AT LEAST TWO CONTACT NUMBERS ON THEIR CHILD'S ENROLMENT FORM AND INFORM STAFF OF ANY CHANGES

In order to reach staff/child ratios, we require a two week notice for bookings. We will try our best to accommodate later bookings, but childcare regulations require us to arrange a ratio of 1:8. We cannot exceed this ratio

How do I book my child(ren) in?

Preschool

Preschool children will have their sessions agreed with management on admission. Changes to these hours can only be made in compliance with the parent handbook.

Breakfast, After School and Holiday club

The booking in diary is kept in the main entrance of the school. Just add your child's name on the day and time that you require. Alternatively you can contact one of the numbers at the bottom of this contract.

What happens if I book my child in but they do not attend?

In order to ensure that our setting is run legally we have to adhere to a staff / child ratio. If children are booked in, or do not attend, we may have too many staff through no fault of our own. And staff need to be paid!

Therefore, if you book a place - but do not attend - you will be charged, in order to cover our costs.

What are the costs?

Preschool

Standard Preschool session - £7.50

Extended Preschool session - £3.75 an hour

Children attending all day need to bring a packed lunch

Breakfast club

Standard session - £3.75 per child

Family session - siblings receive discount

After School Club

Standard session - £7.05 per child

Family Session - siblings receive discount

Holiday Club

Full Day (8am - 6pm) - £22.00 per child

Family discount - £21.00 per child

Half day (8am - 1pm or 1pm - 6pm) - £12.00 per child

Family discount - £11.00 per child

Children attending all day need to bring a packed lunch

How do I pay?

Preschool

You will be invoiced fortnightly in advance for your preschool fees. Please tear off the bottom portion of your invoice and hand it into preschool in an envelope clearly marked with your child's name. (This is payable immediately.)

Breakfast Club, After School & Holiday Club

You will receive a weekly invoice showing the number of sessions that you have booked and the amount owing. This is payable immediately. Upon receipt, you should detach the bottom slip of the invoice and enclose it with your payment (cash or cheque) in a sealed envelope and either hand to a member of staff or deposit it in the letter box located in the main reception area.

CHEQUES SHOULD BE MADE PAYABLE TO "LITTLE ANGELS CHILDCARE"

As we are a self financing business, we rely on the prompt payment of fees to pay salaries, rent, and also to provide snacks and equipment. Therefore if accounts are not settled on time, we will be forced to apply charges on a weekly basis. Unpaid fees will be pursued through the small claims court.

Please sign and date each contract: Keep one copy for your records, and return the other to Cathy or Kaz.

I agree to abide by this contract.

Name(s) of child(ren):.....

Signed.....(Parent/Guardian) Date:.....

Contact numbers - Cathy (07969 781 890)

Kaz (07835 638 250)

Little Angels Mobile (07580 347268)

Thank you for choosing Little Angels Childcare

Cathy Lewis & Kaz Reeves



St Mary of the Angels Catholic Primary School,
Rossall Grove, Little Sutton,
Cheshire. CH66 1NN

TelephonNumber: Kaz on: 07835 638 250 (or) Cathy on: 07969 781 890
Alternatively call the school on 0151 338 2430 and press option 3

EMERGENCY CONSENT FORM

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment should there be an emergency at Little Angels Childcare, or whilst on an outing, you need to complete, sign and date the declaration below.

CHILD'S FULL NAME.....

DATE OF BIRTH.....

**NAME OF PARENT / LEGAL
GUARDIAN**.....

DECLARATION

I agree to the supervisor in charge at Little Angels Childcare taking the necessary steps to ensure that my child.....
receives the best and most appropriate care, attention and treatment should there be an emergency or accident either at the setting, or whilst on an authorised outing. I understand that the supervisor in charge will make every effort to inform me of an emergency or accident as soon as possible. In the case of a serious emergency or accident I give permission for a senior member of staff to accompany my child to the nearest A&E department, and for hospital staff to administer essential treatment until my arrival.

SIGNED.....**PARENT/GUARDIAN. DATE**.....

If you do not agree with any of the above declaration please do not sign it but make your views known in the space below. The registered persons will then discuss this with you and try to accommodate your particular wishes. Thank you.

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Animals and Risk Assessment:

- Parents are advised of which Animals are present on the premises and Little Angels Management will inform them before taking on any new Animals.
- Children are always supervised when Handling and caring for the Animals.
- Children and Staff are to wash hands thoroughly after being in contact with any of the Pets.
- All of our animals are free of disease and have regular / appropriate health checks with a qualified Vet.
- Litter trays and feeding bottles are not generally accessible to children.
- When helping to clean out the animals Protective gloves and aprons are worn.

I Do / Do Not give permission for my
Child.....

To handle the animals at Little Angels Childcare Setting.

Signed.....Date:.....
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Any
Comments.....
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