

Breakfast B🐝🐝s
And
Bland's BumbleB🐝🐝s

Child's Name _____

Please complete the registration pack as fully as possible, write clearly and use block capitals.

Following registration a copy of the completed pack will be given to the parents/carers.



Welcome to Mrs Bland's Infant & Nursery School wrap around childcare

Our objective is to provide all children with activities and experiences to ensure they have an exciting, stimulating and relaxing time before and/or after the school day within the familiar surroundings of Mrs Bland's Infant & Nursery School.

We believe in offering high quality care for children both before and after school, we are providing parents with the opportunities to make life choices secure in the knowledge that their children are being well cared for in a safe and known environment. We also feel that by operating the club ourselves, with our own staff, we provide a consistency of approach with real knowledge of our children and their needs,

- Provide a safe, stimulating and caring environment where physical, mental, creative and social skills can be developed.
- Help to develop language and communication skills in an informal environment with staff that know the children well
- Provide high quality play and creative experiences appropriate to the age and development of your child
- Ensure a welcoming start and/or a warm and comforting end to the day for those who arrive early and stay later
- Have plenty of fun!

CONTACT DETAILS

We hope that your child/ren will be very happy with us.

To register, make bookings and for general enquiries, please contact Julie Dell our Operations Manager using email address: Funzone@mrsblands.w-berks.sch.uk or calling 0118 9832332

Arrival and Collection

Arrivals and departures from the club are recorded in the daily register. Please ensure that you sign this as your child arrives or departs. Please also ensure that your child arrives only after the start time of 7.30am for breakfast clubs and is collected before the club closing time 6.00pm.

Further information is provided in our Arrivals and Collections policy (see page 9).

Invoicing/Childcare Vouchers

Invoicing of regular sessions is in advance and payment of fees must be made monthly within two weeks of invoicing. All booked sessions must be paid for even if your child does not attend for any reason.

Payment can be made by BACS transfer, childcare vouchers, Parentmail, cheques or cash. If you wish to use childcare vouchers, please contact us with the voucher company details.

Further information regarding our fees is provided in our fees policy (see page 8).

Notice/Session Changes

We require four weeks' notice, in writing, for any permanent reduction or changes to the sessions that your child attends the club, including if they are leaving. This is to allow us to manage staff ratios and rotas fairly and responsibly. Where there is a waiting list for any session for which you are giving notice, we will waive the notice period for that session and reimburse any fees.



Information about your Child

It is important that we have up-to-date information about your child including their dietary needs, medical/health needs, parent/carer contact information. Please ensure that the attached registration form is returned to us as accurately and completely as possible and that you notify us about any changes to this information.

Communication

We recognise that our breakfast and after school clubs are bridging space between home and school. Good communication between parents and school is essential for a smooth transition between these environments.

We share information through newsletters and meetings if requested, as well as informal chats as you drop off/collect your child. Parents are always welcome at the club and our staff are always available to discuss any aspect of your child's care. Please also feel free to leave comments for the staff and management in our suggestion book next to the daily register.

Our display board houses all important information including first aid, fire drill and insurance details. Further information including copies of the schools policies, procedures can be made available upon request.

As with the class environment, our wrap around care uses an incident book to record any out-of-the-ordinary incidents such as accidents or behaviour-related incidents. You may also be asked to consent/counter sign an accident form or a form to provide permission for administering prescription information.

We will occasionally ask you to complete a Parent Survey. Your responses greatly help us to understand what you need from us, and to ensure that your children enjoy and benefit from attending our sessions.

Privacy, Confidentiality and Parental Access to Records

- All staff respect the confidentiality of parents and children.
- All the children's registration packs are kept safely at the school.

Mrs Bland's Infant School & Nursery is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. The law on data protection allows us to process your data for certain reasons only:

In order to carry out legally required duties as an employer or sponsor;

Feedback/Complaints

We are committed to communicate with parents/carers openly and regularly and we welcome all comments on our service.

You are welcome to provide feedback to us at any time. We aim to deal with any issues or negative comments as quickly and positively as possible. We are aware of how important the three-way relationship (school staff-parent/ carer-child) is to the child's wellbeing. If you do have a complaint that you would like dealt with formally, then please refer to our Complaints Policy which can be found on the school website.



Desired Start Date

Child's Information

First Name Surname DOB

School Year and Class (if known)

Parent / Carer Information: PRIMARY CONTACT

Legal Responsibility Y N Relationship to Child

First Name Surname

Child's Home Address Postcode

Mobile Phone Alternative No. (Work/home)

Email Address

(to be used for all communication including invoicing)

2ND PARENT/CARER

Legal responsibility Y N Relationship to Child

First Name Surname

Mobile Phone Alternative No. (Work/home)

EMERGENCY CONTACTS

2 Further contacts MUST be provided in order of priority in case primary or 2nd contacts cannot be reached.

1 Name Contact Number

Alternative Contact No. Relationship to Child

2 Name Contact Number

Alternative Contact No. Relationship to Child

PASSWORD

Needed for an alternative authorised person to collect your child

Signature of Parent / Carer

Date



Medical Information

CONFIDENTIAL

GP Name

Surgery Name

Telephone Number

Are there any medical conditions or recurring complaints which our staff should be aware of including allergies e.g. food, skin contact etc.?

Are there any medications that our staff should know about or have in case of an emergency?

Is there any other information that staff caring for your child should be made aware of?

CULTURAL/RELIGIOUS

Are there any cultural and/or religious needs that we need to be aware of?

EMERGENCY INFORMATION

Primary Emergency Contact:

Name

Contact Number

Relationship to child

In the event that my child is involved in a serious incident while at the club, please use the emergency contact details above.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise Mrs Bland's Infant & Nursery to consent to emergency medical treatment on my behalf. I understand this authorisation will remain valid unless I contact the school to withdraw it.

Signature of Parent / Carer

Date



Child's Name


PHOTOGRAPHS


I / We give permission for my/our child/ren to be photographed by Mrs Bland's Infant & Nursery School for the following reasons:

- For the Breakfast Bees & Bland's Bumblebees notice board
- For the Breakfast Bees & Bland's Bumblebees promotional material
- For Mrs Bland's Infant & Nursery School website

DVDs & Computer Games

At Mrs Bland's Infant & Nursery School we do from time to time like to watch a DVD or Video with the children. Therefore, we would appreciate your permission for your child to do so with us. Please tick the ratings that you are happy for your child to view at club, please note that we only show children's movies and those appropriate and of interest to the age group of the club, and alternative activities are available.

-  **U** – Universal, meaning the film, video or DVD is suitable for anyone. Examples include Trolls, Finding Dory and Despicable Me movies

-  **PG** – Parental Guidance, which means that some parts of the film might not be ideal for younger children. Examples include Moana, Frozen and Paddington

FACE PAINTING

- I give permission for my child to have their face painted

PAYMENT METHOD

- Cash
- Cheque
- Parentmail
- Childcare Vouchers - Name of voucher provider: _____

Parent / Carer Name

Signature of Parent / Carer

Date



Child's Name

At Mrs Bland's Infant & Nursery school we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone and email (and post if necessary), so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child;
- Are required to by government bodies or law enforcement agencies;
- Engage our childcare IT system supplier (Connect Software Solutions Ltd) to process data on our behalf (e.g. to record details of your child's bookings and to issue invoices);
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them; and
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed

Date

Name

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*



Mrs Bland's Infant & Nursery School FEES Policy and Procedure

Our Club exists to provide a high quality, safe and stimulating environment for children. In order to ensure the continued high standards and sustainability of the Clubs, we must ask that parents/carers respect our policy in terms of fees.

The cost of Breakfast Bees is £4.00 per session Reception – Yr.2 children, Nursery children cost £6.25. This includes a selection of cereals, fruit, juices, toast, crumpets, croissants, scrambled eggs and spaghetti hoops.

Bland's BumbleBees cost £11.00 per session for Reception – Yr.2 children, Nursery children cost £16.25 which includes a hot two course meal, an array of craft activities and games.

1.

The level of fees will be set by the Governors and Head teacher and reviewed regularly in light of market rates, the Clubs' financial position, future strategic plans and any other broader economic or social consideration deemed relevant. We are a not for profit organisation and timely payments are critical to the continued operation of the Clubs.

2.

Invoicing of regular sessions is in advance and payment of fees should be made monthly within two weeks of invoicing. All booked sessions must be paid for even if the child does not attend for any reason. Payment can be made by Parentmail, BACS transfer, childcare vouchers, cheques or cash.

3.

Ad-hoc sessions are invoiced in the following month and the same payment terms and methods apply.

4.

A £5 late payment charge will be applied if the payment deadline is not met.

5.

We require four weeks' notice, in writing, for any permanent reduction or changes to the sessions that your child attends the club, including if they are leaving. This is to allow us to manage staff ratios and rotas fairly and responsibly. Where there is a waiting list for any session for which you are giving notice, we will waive that the notice period for that session.

6.

If fees are paid persistently late or remain unpaid without explanation, the Clubs will no longer accept bookings for that child and their place will be released.

7.

Mrs Bland's Infant & Nursery School will consider requests for alternative payment arrangements on a case by case basis. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with Julie Dell, Operations Manager at the earliest possible opportunity.



Mrs Bland's Infant & Nursery School ARRIVAL AND COLLECTION Procedure

Our Clubs will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session. Our Clubs have the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave. At the end of every session all children are to be collected in a timely manner by a known parent/carer.

Daily Register

It is the responsibility of the Play Leader to ensure that an accurate record is kept of all children in the Club and that any arrival and departure to and from the premises is recorded in the register. It is also the responsibility of parents to ensure that their child's arrival at breakfast club and departure from after school club is recorded in the register. The register will be kept in an accessible location on the premises at all times. Records of daily registers will be kept by the club for at least two years (in accordance with the Childcare Register requirements).

Medicine

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign an Administering Medication form. Further details of this procedure can be found on the school website.

Arrivals

On arrival at breakfast club from 7.30am, parents should record the child's attendance in the daily register including their name and time of arrival. When children arrive at after school club at the end of lessons or school-run clubs, a member of staff will record the child's attendance in the daily register including the time of arrival.

Collection

- Children can be collected any time between 3.25pm and 6.00pm when we close.
- Children who are attending a school run club but registered to attend the after school club must be collected from the after school club.
- Children leaving our after school club to attend Jo Bevan school of dance must have the request put in writing.

It is very important that you collect your child on time and notify us in advance of any changes to collection arrangements.

Upon departure, the register will be signed by either staff (if breakfast club) or parents (at after school clubs) to show that the child has left the premises, and the time recorded.



Alternative arrangements

If the child is to be collected by someone other than the primary or secondary parent/carer this must be notified to a member of staff in advance, in writing. If the person collecting the child is not a named person on the Registration form, then he/she must know the password provided to us and provide suitable identification on request. In the event of someone arriving to collect the child who is not the primary, secondary or emergency contact, and has not been notified/introduced to us in advance, the child will not be released until parental permission has been received.

Alternative permission and arrangements for children leaving with older siblings (aged 11+), at the end of or during a session will need to be discussed with staff.

Written consent to alternative arrangements will need to be given to us by the parent/carer before any alternative arrangements can commence.

If the parent/carer or emergency contact is going to be late to collect their child, staff must be informed of this on arrival or as soon as the parent/carer is aware of a delay, staff can be contacted on (0118) 9832332 and choose the Bland's Bumblebees option.

Late Collections

In the event of a child not being collected by the closing time of the Club as above, the following steps will be taken:

- 1 - The school will contact the primary and secondary contact.
- 2 - If no reply, the emergency contact number will be used.
- 3 - The school will not allow a child to leave with any other adult unless the parent/carer gives permission to the club directly.
- 4 - Late collections will be monitored and discussed with parents/carers if repeated.
- 5 - If parent/carer is late in collecting their child without prior arrangement or warning or is persistently late, they will be liable to pay a cost.
- 6 - The charges are: £10.00 for the first 15 minutes after Club closure, increasing by a further £5.00 for each 5 minute period thereafter.

If the child is not collected by 6.15pm, there has been no communication from the parent/carer or designated adult and we have taken every reasonable action to make contact, the following procedure will be followed:

- Children's Services will be contacted who will decide on further action to be taken.

Sickness/Absences

If a child is going to be absent from a session due to illness, please can parents make the school office aware that their child attends either Breakfast or after school club when reporting the child's absence from the school day, they will then make the staff aware of the absence.

Our staff will always try to understand the causes of prolonged absences and give support when necessary.

