You will need to return these forms before your child can start their sessions



***Breakfast club admission pack***

*The School House*

*Hillfoot Road*

*Totley*

*Sheffield*

*S17 4AP*

*01142352148*

*Member of the Pre-School Learning Alliance*

**Registered Charity Number 1045329**

# The School House

Hillfoot Road

Totley, Sheffield

S17 4AP

# Member of the Pre-School Learning Alliance

Tel: 01142352148 / 07957833611

**Little Saints Breakfast Club Admission Form**

***Please print***

Child’s Surname…………………………............. Date of Birth………

First Name…………………………………………...............................................

Address………………………………………………………...................................

.............................................................................................................................

……………………………………….........Tel no……………

Email…...................................................................................

Parent/ Carer’s work tel. no and address (for use in an emergency only).

1st contact name………………………………………..

Relationship to child……………………………….

Tel no……………………………………………

Address……………………………………………………….

……………………………………………………………….

2nd contact name……………………………………………

Relationship to child……………………………………..

Tel no…………………………………………..

Address…………………………………………………………

…………………………………………………………………..

Name and contact details of any other person which could be used in an **emergency.**

Name……………………………………………………

Address..................................................................................................................

................................................................................................................................

Tel. no…………………………………………..

***Health Details***

Please answer the following questions, and provide appropriate details where required.

Does your child suffer from Asthma, Eczema, Epilepsy or Diabetes?

Has your child any disabilities which may affect their time at the breakfast club?

Does your child have any allergies?

Do they have any special dietary requirements?

Does your child have any special difficulties with speech, hearing or vision?

Can we obtain emergency treatment for your child?

Is your child receiving any ongoing treatment or medication?

*If medication will need to be given an authorisation form giving details will need to be completed.*

In the case of an emergency, where an ambulance has to be called, we will inform a parent or child’s nominated person that the child is being taken to hospital and we ask that we are met there by them. This relates to the 1989 Children’s Act where the nursery becomes the parent/ carer while the child is in our care.



**Little Saints Nursery Breakfast Club**

**Booking Form**

Time 7.45am or 8.00am -8.45am

Cost £6.50 or £5.00 including breakfast (siblings £6.00 or £4.50)

Please note that if you book an 8.00am start you will not be able to access nursery until 8.00am. (Charges reflect the early start).

Breakfast club welcomes nursery age and children from Totley All Saints School aged 4-11yrs.

**Please can children arrive before 8.25am if they wish to have breakfast.**

We do give priority to nursery age children and the siblings of children attending our nursery.

To book a place forms must be completed and returned to the nursery prior to starting at the breakfast club.

**Please note that payments are due 1 month in advance and refunds cannot be given for booked places unless the school is closed. Thank you**

(Please can any changes be made in writing at least half a term in advance this applies to any notice to terminate your child’s place)

**Please print**

Child’s name: ...................................................... D.O.B: .............................................

School year: .....................

Childs home address: ..............................................................................

....................................................................................... Postcode: ............................

E mail address: ..................................................................................................

Contact telephone number...................................................................

Parent / carer’s name.................................................................................

Special dietary requirements.....................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7.45 |  |  |  |  |  |
| 8.00 |  |  |  |  |  |

*Please tick the days you require*

If your child is in the juniors you may wish them to join their friends in the playground before the school bell (8.35) please tick the box below. Please note that the responsibility will then fall to the school just as if you had dropped them off yourself.

|  |  |
| --- | --- |
| tick |  |

All infant children will be accompanied by a member of staff

Parents Signature............................................................................

Date.....................................

***Data protection May 2018***

Little Saints Nursery would may want to contact you from time to time regarding emergency closures or any other breakfast club related business.

We do not share your information with other parties.

Please sign if you are happy for us to contact you

Name ............................................................. Signature.......................................... Date ..............

Fees Policy and Procedures

Little Saints Nursery will provide parents with full information about how and when to make fee payments. The nursery is not for profit organisation and cannot afford to have unpaid fees.

* Fees are calculated per term and broken down into more affordable monthly payments and are payable one month in advance.
* If you are booked into Breakfast club, core sessions and Afterschool club you will receive two separate invoices for these so please keep track on each balance.
* All fees are to be paid by the last date of each month shown on the invoice, other than extra sessions which are paid according to the date on the invoice.
* Failure to pay outstanding fees by the date shown will result in a **£5** late charge added to your balance every week it remains unpaid. A reminder letter, phone call, text or e-mail will also be sent. If this approach still results in non-payment, the following actions will be taken to claim the outstanding fees:

The parent/carer will be invited to nursery to discuss the outstanding balance.

The parent /carer may be able to set up a payment plan to recover the outstanding balance.

The child’s place in nursery will be ‘put on hold’ (those children receiving Free Early Learning Hours will still be able to attend for their free hours), and he/she will not be able to return until the outstanding balance has been recovered or payment plan has been agreed upon and an advance payment is made.

The parent/carer will be given a date when the outstanding account needs to be settled by.

Failure to settle will result in legal proceedings taken to recover the outstanding amount.

This agreement will need to be signed along with a termly attendance form before your child starts their sessions at Little Saints Nursery.

**Fee increase**

As we are a not for profit organisation we try to keep our session prices low and review them yearly. We will inform you at least 1 month in advance of any fee increases.

**Non-funded week**

Little Saints Nursery is a term time only nursery where we operate for 38 weeks of the academic year.

We may sometimes make the decision to open for 39 weeks of the year. On this occasion this extra week will be a non-funded week where FREE EARLY LEARNING ENTITLEMENT cannot be claimed. In the event of a non- funded week you will be notified in advance and asked if you wish to book your child in for extra sessions. These sessions will be invoiced separately to your termly invoice and need paying in advance.

Fee paying parents will also need to book in for sessions on a non-funded week.

**Late pick up fee**

Nursery finishes at 3.20pm core hours. If you are booked in for After school club then your finish time will be dependent on how many hours you booked in for.

If you are late the following charges will apply.

* 5 – 10 minutes £5 charge
* 10 - 20 minutes £10 charge

And then £5 added every 15 minutes after that.

***I have read and understood this policy in full and agree to the terms in regard to the payment of fees***

Signed parent/carer:……………………………………………..

Print name:…………………………………………………………..