

Childs Details

Forename

Surname

Date of Birth

Password

Home Address

Post code

Home phone

Dr's Name

Dr's Surgery

Address

Post code

Phone Number

YOUR CHILD'S REQUIREMENTS

Does your child have;

Any Allergies

An EpiPen

An Inhaler

Any Other Medical Requirements

Any Religious Requirements

Any Dietary Requirements

(Food Dislikes: Each child will be asked to try the teas we provide unless allergic to them or specified on their forms, if they try them and still do not like it they will be offered something else such as; toast, cereal, crackers)

Is there any other information you feel we should know to be able to take better care of your child?

Are there any ways in which we can accommodate your and your child's specific needs?

HOW DID YOU HEAR ABOUT US?

Photo

School Attended:

PREFERRED START DATE:

please tick sessions required

	7.30-8am	8am-9am	3pm-6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please sign below to give permission for the following actions (if you do not wish to give permission for a particular action please write 'No' in the signature box)

If every effort has been made to contact the 'Named People' on my child's contact form and no one is available/contactable, I am happy for a member of staff to transport my child to hospital as necessary

Signed

When at hospital if no named person can be contacted I am happy for my child to undergo any emergency medical treatment as deemed necessary

Signed

I am happy for my child to travel in the Ferry Link Club Mini bus and in Staff Cars where necessary

Signed

I am happy for my child to use Anti-Bacteria hand gel when entering the Ferry Link Club, to my knowledge my child has had no allergic reactions to Anti-Bacteria hand gel

Signed

I give Permission for my child's photo to be taken whilst with the Ferry Link Club and used for the following:

My child's own and group files	Signed
In displays around the Hall	Signed
In Local Advertising	Signed
On our website	Signed
On our Face book page	Signed

I am aware that the Ferry Club Staff will complete observations on my child (these are done in the forms of; Post it notes, Photographs, Observation Sheets. These observations are used to chart your child's progress with us and to plan activities that will help them to develop and grow and that they will enjoy) I agree to these observations being shared with other settings that my child attends (school, childminders etc...) and other professionals such as Ofsted as well as being freely available to myself as a parent.

Signed

I am aware that from time to time students may be visiting the Ferry Link Club and observing children as part of their course. I am happy for these students to observe my child and understand that they will never have unsupervised access to the children during their time at Ferry Link Club

Signed

I am happy for my child to go on supervised walks and trips as and when the opportunity arise

Signed

I am happy for my child to use sun cream when necessary. If I have failed to provide sun cream I am happy for my child to use any sun cream that is available, my child is not known to be allergic to any sun cream

Signed

I am happy for my child to have their face painted

Signed

I am happy for my child to partake in physical activities such as Tree Climbing, when supervised by an adult and after a risk assessment of the situation has been completed

Signed

If any of this information changes please let us know in writing as soon as possible

Parents/Carers Details	Relationship to the child:
Primary Contact	Photo
Forename	
Surname	
Home Address	
Post code	
Email Address	
Place of work	
Occupation	
Emergency Contact Numbers:	
Home	
Mobile	
Work	
Other	*Does have Legal Parental Responsibility
Parents/Carers Details	Relationship to the child:
Primary Contact	Photo
Forename	
Surname	
Home Address	
Post code	
Email Address	
Place of work	
Occupation	
Emergency Contact Numbers:	
Home	
Mobile	
Work	
Other	*Does have Legal Parental Responsibility
Parents/Carers Details	Relationship to the child:
Primary Contact	Photo
Forename	
Surname	
Home Address	
Post code	
Email Address	
Place of work	
Occupation	
Emergency Contact Numbers:	
Home	
Mobile	
Work	
Other	*Does have Legal Parental Responsibility

Terms and Conditions

Hours The Ferry Link Club runs between 7.30am and 9.00am Mornings and 3.00pm and 6pm afternoons during term time, and The Ferry Holiday Club runs between 7.30am and 6.00pm during school holidays. We are closed for all weekends, Bank Holidays and from Christmas Eve re-opening on the first non-bank holiday day in January

Age Range We are able to take children from the age of 4years and up to the age of 11years. We are more than happy to have children with us once they have started High School, we do, however find that once they reach this age they no longer require our services after school, using us only for Holiday times.

Fees Fees are payable one month in advance and are estimated 3 or 4 months in advance. Any extras will be invoiced separately and payable upon receipt of the invoice. We reserve the right to exclude any child for breach of contract. If fees have not been paid and no discussion with management has taken place, you will be issued with a reminder and given 5 working days to take action. If after this time the matter has not been settled you will be advised that you have 5 more working days to pay in full before your child no longer has a place with us at the Ferry Link Club and we will be beginning court proceedings. I understand that fees remain payable even if my child does not attend Ferry Link Club for any reason as their place is kept open for them and associated costs continue to accumulate. The Ferry Link Club can not accept responsibility for un-received invoices and any financial ramifications thereof. I understand that a late collection fee of £1 a minute is charged for persistent offenders

Drop offs & Pick ups Parents are requested to park with consideration to others, please drive slowly and carefully and be aware of children leaving the building. Please do not park in front of any doors or pathways. All vehicles are left at owners risk. Parents must enter the building to drop off and collect their child unless otherwise arranged. They must ALWAYS sign their child in and out agreeing to the time written on the sheet by staff. Please ensure you drop off and collect you child at the correct times, Early drop offs without arrangement will be charged at £5 per child, late collection without notice will be charged at £1 per minute per child.

Termination of childcare You child's place is secure as long as fees are kept up to date. If a payment is missed for any reason, we will notify you and you will have 5 working days to settle the account. If these 5 days pass without payment we reserve the right to terminate the place immediately and pass on the place to the next family on the waiting list. If you wish to withdraw your child from the Ferry Link Club we will require at least one full months notice in writing. Full fees will be payable during this notice period whether your child attends or not. Following this notice period and confirmation that all fees are paid up to date and paid in full your place will be officially terminated.

Absence If your child is going to be absent from their usual Ferry Link Club session you must inform us ASAP so as not cause any concern relating to Missing Child Issues. You will not be released from liability for payment of fees due to non-attendance of your child for any reason and no alternative sessions can be issued, you reserve particular days for your child to attend, your payments are NOT for actual days attended.

Food Our menus have been made using children's and parents input and are healthy and nutritiously balanced. All children in our care are provided with food and drink freshly prepared on the premises by trained staff, individual needs(e.g. Allergies, Religious requirements) are catered for. Fresh drinking water is available at all times. Each child will be asked to try the many and varied teas that we provide unless allergic to them or it is written on their enrolment forms that they are not to have that particular food. If a child tries the food and still does not like it they will be offered an alternative such as; cereal, toast, potato crackers etc...

Accidents, Emergency Treatment & Illnesses Any child who has an accident whilst in our care will be given basic first aid treatment by staff holding a First Aid Certificate. Parents/Carers will be required to sign an accident form upon collection of their child. The Ferry Link Club will not be held responsible for any accidents that are not proven to be the result of staff negligence. In the case of more serious accidents Parents will be informed and the child taken to the nearest hospital for emergency treatment. Any emergency medical treatment will be permitted in the absence of the parent/carer unless stated in writing otherwise on the child's Information sheets. The Ferry Link Club will not be held responsible for treatment given against Parents/Carers wishes if we have not been informed in writing. A staff member should be informed of any significant accidents that have occurred whilst at home/away from Ferry Link Club. If your child is ill whilst in our care we will ring and inform you so that you can try to get a Dr's appointment or come to collect you child immediately. If your child has been off school we will not accept them into the Ferry Link Club on that day. A list of illnesses and their exclusion periods are included in your prospectus and displayed on the Parent Board at Ferry Link Club, these have been done in response to Health Department Guidelines. The Ferry Link Club will not be held responsible for any adverse reactions arising from conditions that have not been specifically named and fully explained to us in writing.

Clothing & Property

Please ensure all clothing and belongings are clearly labelled with your child's name, when bringing a hand held game, for instance, please label not only the console but also any games belonging to your child, to avoid confusion and upset. We advise that no expensive clothing should be worn, particularly during the holiday time. A change of clothes may be brought to Ferry Link Club so that your child may change and help to keep their school uniform cleaner for longer, sports clothing may be brought on the days our Sports instructors visit. The Ferry Link Club will not be held responsible for the loss or damage of a child's property that is not proven to be the result of staff negligence.

Security

Under no circumstances will a child be allowed to leave with a person not on that child's Information sheets unless prior arrangements have been made with a member of staff. Children will not be allowed to go home with some ones else's parents, no matter how familiar they are with them, unless that child's parents have first been in touch with us and arranged it. When a person not on the Childs information sheets collects they must supply us with the child's password.

Safe Guarding Children

Any child who attends the Ferry Link Club has the right to be protected and accepted regardless of the race origin, gender, physical or mental impairment, class, religion or cultural background, they have to right to be protected against neglect, physical, sexual and any other form of abuse and it is our priority to keep children safe from harm whilst in our care. It is our duty to seek professional help and advice from the local social services team if we suspect abuse of any kind.

Complaints

We aim to give you no cause for complaint at all but we want you to feel comfortable with us and able to speak freely with our Management Team. All complaints will be treated as confidential and will be taken seriously. If you feel you need to make an official complaint about the Ferry Link Club you can contact Ofsted, details for which are on our Parents Board in the Ferry Link Club. All complaints will be dealt with swiftly and you will be informed of the outcome within 28 days.

General Liability

The Ferry Link Club will on no account be held responsible for any loss suffered by you as a result directly or indirectly of the Link Club being closed without notice, or for the non-admittance of children to the Link Club for any reason. The Ferry Link Club will on no account be held responsible for your child whilst in your care on the premises. For purposes of liability the Ferry Link Club accepts the responsibility for the child from the moment the child is signed in until the moment they are signed out. Any parent on the premises is never left alone with any children other than their own.

Insurance

The Ferry Link Club have a comprehensive insurance policy available for inspection on request

* By completing this Ferry Link Club application form you are acknowledging that you have read and accepted the terms and conditions and agree to be bound by them. The Ferry Link Club reserves the right to update/amend these terms and conditions at any time. An up to date copy will be available on request.

* I hereby acknowledge that I have read, understand and accept these terms and conditions and I agree to be bound by them

Print Name

(Parent/Carer)

Signed

Date

Print Name

(Ferry Link Management Team)

Signed

Date

Communicable Diseases

Your child should not attend Ferry Link Club if they are suffering from any of the following;
Our minimum exclusion days are;

Chicken Pox	Until blisters are all crusted or skin has healed(app. 5 days from onset of rash)
Conjunctivitis	None, unless using Antibiotic eye drops, then 24hrs after first dose
Diarrhoea	For 48hrs after symptoms have cleared
German measles/Rubella	Minimum of 5 days after rash appears
Hand, foot and mouth	None
Head lice	When treatment has been carried out successfully
Impetigo	48hrs after antibiotics started or when spots have healed
Measles	For 5 days after onset of rash
Meningitis	Until recovered (usually in hospital) If Viral Meningitis – no exclusion period
Mumps	For 5 days from onset of swollen glands
Ringworm	When treatment has commenced
Scabies	Until treatment has begun
Scarlet fever	5 days after commencing Antibiotics
Threadworm	None
Tonsillitis	None
Tuberculosis	None
Typhoid fever	Until declared free from infection
Vomiting	For 48hrs after symptoms have cleared
Whooping cough	5 days from commencing antibiotics or 21 days from onset of illness
A temperature	Until temperature is normal for 24hrs or on the advice of a Doctor
Shingles	Excluded only if rash is weeping and cannot be covered
Antibiotics	Any child that is on prescribed antibiotics will not be permitted to return until 24hrs after the first dose has been given in case of allergic reaction

Coughs and colds do not normally require exclusion unless they are severe or the child is distressed. Please note this list is not exhaustive and the advice laid down in the NHS Direct Healthcare Guide will guide us. Please seek medical advice if you are unsure or concerned and check our notice boards for up dates on exclusion periods.