

Parish CE Primary School



Fun Zone
Contract & Registration
2024-2025



Terms and Conditions

Fun Zone understands that the cost of registered childcare may seem expensive to a parent/carer. After comparing similar provisions in the St Helens area, we know that Parish offers a very competitively priced service offering a high quality, safe and stimulating service for children aged 3-11. We support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and the use of work-place vouchers.

- Bookings must be made by the Friday morning for the following week and must be paid for even if your child does not attend eg, illness, change of requirement unless 24 hour's notice has been given to the office staff.
- Payment of fees must be made in advance, no later than the Sunday evening commencing that weeks' care and should be made at least weekly; however, a full half-term can be paid for in advance. Payment must be made via 'School Money' in accordance of our Charging and Remissions Policy.
- Individual payment plan requests should be made to the Headteacher / Club Manager for consideration.
- If fees are paid consistently late, or not at all, with no explanation, Fun Zone will be forced to terminate the child's place. Under exceptional circumstances, it may be agreed that the child will be allowed to continue attending for the remainder of the week.
- The Manager has the right to issue a formal warning to the parent/carer by text and/or email to inform them that late payment may result in their child's place in Fun Zone being removed.

Breakfast Club £4.00 per session (£20.00 full week)

After School Club £7.00 per session (£35.00 full week)

Late collections (after 5.30pm) can incur a £5 charge every 15 minutes

- Fun Zone will operate between the hours of 8am - 8.45am and 3.15pm - 5.30pm. **All children must vacate the premises by 5.30pm.**
- If the parent/carer agrees to abide by all the terms and conditions including the level of fees and arrangements for payment, they are required to complete and sign this document in all the relevant areas. You will then have an account set up on School Money.
- For fair and transparent process, places will be offered 'first come, first served' basis.
- If you have an emergency situation during club hours, please contact club staff on 07512479202.

I hereby consent for my child to take up a place in Fun Zone, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Print Name:.....

Date:.....

Signature:.....



Registration Form

Child's Full Name: _____

Preferred name if different from above: _____

Date of Birth: _____

Gender: _____

Parent/Carer Contact Details

Priority 1 Contact Name: _____

Full Address: _____

Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**

Priority 2 Contact Name: _____

Full Address: _____

Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**



Additional Emergency Contact Details: _____

Names of Persons Authorised to collect your child (including contact numbers):

1) _____

2) _____

3) _____

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

Other Allergies (eg. plasters)

Do you consent for members of staff at the Club to apply sun cream to your child in hot conditions?
Yes / No

Do you consent to the following:-

Face Painting **Yes / No**

Watching PG Films **Yes / No**

Any Other Relevant Information: _____

I confirm that the information given above is correct and I will notify Fun Zone staff if any of these details should change.

I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for my child and have their consent before sharing their personal data as set out above with Parish CE Primary School for this purpose.

Print Name:.....

Signature:.....

Date:.....



Emergency Medical Treatment Form

Child's Name: _____

Date of Birth: _____

Doctor's Name: _____

Doctor's Telephone Number/Address: _____

Detail of any Medical Conditions: _____

Details of any current medication: _____

In the event that my child is involved in a serious incident while at the club, I expect the Manager, or a delegated member of staff, to contact me immediately on the emergency contact numbers provided on the registration form.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Print Name:.....

Signature:.....

Date:.....



Advanced Booking & Attendance Patterns

All regular bookings must be made in advance on the school's payment and booking system – School Money. The number of places are limited and will be allocated on a first come, first served basis. Sessions will be made available during the last week of term for the following half term. Parents will be notified by email and/or text when booking is live on School Money.

All bookings must be made at least 1 week in advance and be completed by Friday morning for the following week. Any bookings after this time can be made if there is an available place; however, this must be done by contacting the school office. The school office staff will then enter the booking on School Money on your behalf. Payment must then be made in advance of the session.

To enable the school to plan the number of places available, food and staffing ratios, please complete the section below. Please note this is only a guide for the school and does not guarantee your child a place in the club. Places are only guaranteed by booking the slot in advance on School Money.

Child's Name: _____

Please circle the days which provision you are likely to require.

Breakfast Club

Monday	Tuesday	Wednesday	Thursday	Friday
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After School Club

Monday	Tuesday	Wednesday	Thursday	Friday
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If you have any questions or comments please get in touch with Mrs Clare, School Business Manager.