



## **TEMPS OUT OF SCHOOL CLUB**

### **DURING TERM TIME WE OFFER:**

- Morning Club – 7:45am – 8:45am
- FunTime Club – 11:30am – 3:00 pm
- After School Club - Until 6:00 pm

### **IN THE HOLIDAYS WE OFFER:**

- Holiday Club - 8:00am – 6:00 pm (open to children from other schools)

Open to all children from Nursery to Year 6

### **FUNTIME, OUR NEW EXCITING CLUB!**

We collect Nursery children from their Class at 11:30am and bring them into our Mobile Unit, which is situated in the School grounds.

### **WE ARE A MEMBER OF EARLY YEARS WALES**

There are 7 areas of learning in the Foundation Phase in Wales:

- Personal and Social Development, Well-being, and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

### **WE ARE REGISTERED FOR THE 30 HOURS CHILDCARE ALL VOUCHERS ACCEPTED**

**\*\*PLEASE KEEP THIS PAGE FOR YOUR INFORMATION\*\***

**TEMPS OUT OF SCHOOL CLUB**

**REGISTRATION FORM**

**TEMPS OUT OF SCHOOL CLUB**

**ROFFT SCHOOL, WYNNSTAY LANE, MARFORD**

**\*Please print all details clearly\***

FULL NAME..... CLASS.....  
(Child's)

TO START ON.....(dd/mm/yyyy)

NAME OF PARENT/CARER.....

FULL HOME  
ADDRESS.....

**CLUB REQUIRED (please put days & times)**

MORNING  
CLUB.....

FUNTIME  
CLUB.....

AFTERSCHOOL  
CLUB.....

**\*\*If you require Holiday Club, please contact a member of staff with dates and times\*\***

EMAIL: [tempsrofft@gmail.com](mailto:tempsrofft@gmail.com)

WEBSITE: [www.tempsrofft.co.uk](http://www.tempsrofft.co.uk)

TEMPS: 07512-764-645

FUNTIME: 07540-825-432 (Kim)

# TEMPS OUT OF SCHOOL CLUB

## Arrival and collection of children

- I will notify the Club as soon as possible regarding attendance/non-attendance of my child in accordance with the Club's arrival and collection policy.
- Your child (if in Infant School) will be safely escorted from the classroom/school hall/designated area, to the Club premises until a named adult, as detailed in the registration form, collects them. (Junior School children make their own way from their classroom to the TEMPS mobile).
- I or other persons named on the child's registration form, will collect my child by no later than 6pm. I will pay any fines charged for lateness.

Parent/carer signature.....

## Arrangements in the case of illness

- I will not send my child to the Club if they are unwell and will inform the Club as soon as possible.
- I will also notify the Club as soon as possible if my child develops or is exposed to an infectious illness, so that the appropriate steps can be taken to notify other Club users, if necessary.
- The Club will inform me, as soon as reasonably practicable, if we become aware that any child has developed/been exposed to a communicable disease whilst at the Club.
- Medicines will not be routinely administered by the Club. I will refer to the Club's policy if medication prescribed by a doctor is/becomes necessary.

Parent/carer signature.....

# TEMPS OUT OF SCHOOL CLUB

## Cancellation Fees & Holiday Club

- Where possible, TEMPS try not to have a cancellation fee for Morning Club, After School Club and FunTime Club. We require parents/carers to give us as much notice as possible so that we can offer the place to another child. If parents/carers abuse our cancellation policy then the TEMPS Trustees reserve the right to charge a cancellation fee. The charge is at the discretion of the Trustees.
- Holiday Club – numbers are limited, as in the School Holidays TEMPS do not have access to the School Hall and Classroom. Parents are reminded that you **MUST PRE-BOOK** your children into Holiday Club. If you cancel less than 7 days in advance, there is a flat cancellation fee of £15.
- I understand that if I request to book my child into TEMPS at short notice, there is always a possibility that TEMPS might not be able to accommodate my request due to the session being full.

Parent/carer signature.....

## Holidays

- If I want to take my child out of the Club to go on holiday, I understand that fees may still be payable in order to retain the childcare place.
- This decision is at the discretion of the management/trustees.

Parent/carer signature.....

# TEMPS OUT OF SCHOOL CLUB

## Dietary Needs

So that my child can be appropriately catered for, I will list below any specific dietary needs. Should this situation change in the future, it is my responsibility to update the Club.

- A.  My child does not have any specific dietary needs
- B.  My child has the following specific dietary needs

.....

Parent/carer signature..... Date .....

## Allergies

I will list below the full details of any allergies that my child currently has. I accept that it is my responsibility to inform the Club immediately, should this situation change in the future.

- C.  My child does not have any known allergies
- D.  My child has the following allergies

.....

Parent/carer signature..... Date .....

## Registered Doctors Name and Address

.....

.....

Phone Number.....

Permission to give emergency treatment: YES..... NO.....

My Child's Vaccines are all up to date: YES..... NO.....

# TEMPS OUT OF SCHOOL CLUB

## **Trips out**

- The club likes to take children out on trips whenever possible e.g. to the local park.
- The club will inform you in advance.

I consent / do not consent to my child taking part in these trips.

Parent/carer signature.....

## **Photographs and publicity**

- I understand that my child may be included in photographs or videos of activities within the Club and that they will be used for the purpose of evaluation, specific activities such as creative drama, or publicity.
- When a member of staff is training or on a course, the training or course provider may require them to have photographs to show them working with the children.

I consent / do not consent to the Club taking photographs or videos of my child, which may be used only for the Club's purpose.

Parent/carer signature.....

**Preferred Language:** ENGLISH..... WELSH.....

# TEMPS OUT OF SCHOOL CLUB

## Please Sign to Agree to TEMPS Terms and Conditions:

- I agree to notify the club in writing of any changes in any of the details within this registration/contract at the earliest opportunity.
- The Club agrees to notify me of any changes to the Club's policies and procedures that affect parents, and I will be asked to sign a new copy of the parent/club contract indicating that I accept such changes.
- One month's written notice to terminate the contract must be given by the Club and the parent/carer.
- I have read and understood the information provided above and within the Club's policies and procedures and agree to abide by the Terms and Conditions of this contract.
- I will complete Appendix 1 Emergency Contact Details and ensure that any changes are notified to the Club at the earliest opportunity.

Name of parent/carer.....

Signed ..... Date .....

Name of Senior Playworker.....

Signed ..... Date .....

In accordance with our data protection policy, information will be shared on a need-to-know basis as appropriate, and records stored in a lockable cupboard/storage with restricted access.

If you require to read our Policy and Procedure handbook, please ask a member of staff.

# TEMPS OUT OF SCHOOL CLUB

## APPENDIX 1

### EMERGENCY CONTACT DETAILS

NAME OF CHILD.....

DATE OF BIRTH..... SEX/GENDER.....

CULTURAL/RELIGIOUS  
REQUIREMENTS.....

NAME OF PARENT/CARER.....

FULL ADDRESS.....

.....

MOBILE PHONE NUMBER.....

HOME NUMBER.....

WORK PHONE NUMBER.....

E: MAIL ADDRESS.....  
(Please print carefully)

E: MAIL WORK.....

SECOND EMERGENCY CONTACT DETAILS.....

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