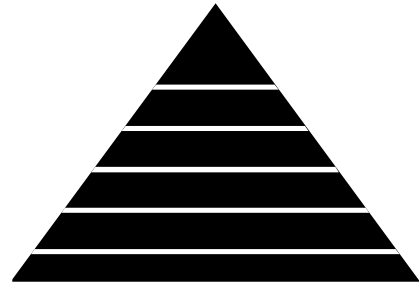


Netherley Youth & Community
Initiative
Breakfast / Afterschool
& Holiday
Club Contract



NY&CI

Netherley Youth & Community Initiative

Damson Road, Netherley,

Liverpool, L27 8XR

Tel/Fax: 0151 487 6421

Email: gregyouth05@aol.com

Reg. Charity No.1112225

BREAKFAST & AFTERSCHOOL/HOLIDAY CLUB CONTRACT

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About Us

Netherley Youth and Community Initiative

History and review of the events in 2005-2006

In 1996, St Gregory's Youth and Community Initiative (SGY&CI) was founded by the Daughters of Charity and supported by the Archdiocese to meet the needs of the community in Liverpool 27. It provided an informal, friendly and safe environment where young people can socialise whilst developing their skills and learning.

In November 2005 SGY&CI incorporated its limited company status, which was proceeded to adopt its Memorandum and Articles of Association in November 2005.

The Church was closed after the Easter Holiday April 2011 and following instructions from the Archdiocese from September 2011 the club changed its name to Netherley Youth & Community Initiative (NY&CI) but our aims and objectives of the charity remain:-

'Enable members residing in Netherley and its surrounding areas, irrespective of age and social exclusion to participate in activities organised by Netherley Youth & Community Initiative.

The aims and objectives are to provide social welfare recreation, education opportunities and leisure provisions in the community with a view to improving quality of living'.

Netherley Youth & Community Initiative is operated from St Gregory's Church, which is adjacent to the St. Gregory's Primary School. NY &CI are responsible for all running costs such as salaries; Utilities; Insurance Rent and the maintenance of the building. NY&CI continues to plan for future sustainability in finding funding to cover overall running costs for the premises.

Facilities and Services

Breakfast Club	Cost	Time & Details
Breakfast	£1.50 per person	8.00 am
Breakfast pick up service	50p per trip	from 7.15 am

Afterschool Club	Cost	Time & Details
Afterschool club snack	£6.00 per person	from 3.15pm

A late fee of £10 is charged if you are 15 minutes late

Holiday Club	Cost	Time & Details
All day provision (includes snacks not Lunch)	£18.00 per day	8.00am – 5.30pm

Arrangements can be made for half day if required

YOUTH SESSIONS

Activity group	Cost	Time & Details
Monday		
Age 4-7 years	50p per person	5.30-7.00pm
Tuesday		
Age 8-12 years	50p per person	5.30-7.00pm
Age 13-19 years	50p per person	7.00-8.30pm
Thursday		
Age 8-12 years	50p per person	5.30-7.00pm
Age 13-19 years	50p per person	7.00-8.30pm

BREAKFAST CLUB

The Breakfast Club is operated daily from 8.00 am. This service is available to any of our local schools. Our Lady of the Assumption and St Gregory's School Belle Vale, Norman Pannell and St Paschal Baylon use the Breakfast Club facility. We offer a door to door pick up service so we can collect your child(ren) from home provide them with breakfast and drop them off at school. Pick up from 7.15am.

AFTERSCHOOL CLUB

Afterschool Club is serviced by the following schools; St Gregory's Primary, Norman Pannell, Our Lady of Assumption and Belle vale Primary School children. Children are collected from school, brought back to the club where they will be given a light snack, participate in activities and can remain until 5.30pm.

HOLIDAY CLUB

We offer a holiday club service during each of the school half terms and during the summer holidays. The cost is £18.00 per child per day from 8.00am until 5.30pm. Your child/ren will be provided with breakfast on arrival and with a light snack around 4.00pm. **We do not provide lunch.**

We can provide half day service if required which costs £11.00 per child per day.

PLAY SCHEME

During each of the school terms and summer holidays we have a play scheme which runs from 10.00am – 12.30pm and 1.30pm -4.00pm

OTHER FACILITIES AVAILABLE

Gym	Daily	8.00am – 5.30pm (Tues/Thurs until 8.00pm)
Food Bank	Daily	10.00am-1.00pm
Clothes Swap Shop	Tuesday	11.00am – 2.00pm
Cycling Group	Wednesday	9.15am -11.00am
Over 50's Group	Wednesday	1.00pm - 3.00 pm
Forget Me Not Group	Last Thursday of each month	1.00 – 3.00pm

Other recreational and Education Courses are available, please ask a member of staff.

Netherley Youth & Community Initiative

TRUSTEES

Carl Withworth	Chair Person
Leanna Kelly	Secretary
Carol Connor	Treasurer
Rachel Ellison	Committee Member
Leo O'Neil	Committee Member
Steven Lewis	Committee Member

STAFF

Sharon Williams	Project Manager
Gemma Williams	Deputy Manager
Francis Turpin	Domestic Worker
Kelly Griffiths	Playworker
Berni Branigan-Owens	Admin/Finance Assistant
Donna Ruddy	Playworker

VOLUNTEERS

Carol Connor	Maureen Cartlidge	Mark Earle
Rachel Ellison	Paul Ellison	Amy Ormisher
Dave Evans	Mike Hughes	Leo O'Neil
Thomas Williams	Lynne Frane	Brenda Wood
Danielle Corrie	Joseph Esan	Isobel Flynn
Colette Ruddy	Jamie Riley	Lauryn Jones
Charlotte Jones	Terri Ann O'Neil	

Mission Statement

Our club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

1. Admission Policy.

NY&CI exists to provide the community with qualified child care whilst parents, or guardians are at work or in education. The service is specially designed to cater for the needs of pupils from St Gregory's, Norman Pannel Our Lady's of the Assumption school, Belle Vale primary school and St Paschal Baylon School.

To enrol your child(ren) for the Breakfast /After school/ Holiday Club at Netherley Youth & Community Initiative, it's necessary for you to complete the following forms which are in this pack;

Parent/ carer contract

Breakfast/Afterschool/ Club Registration

Medical form

Authorisation form

The forms are required to be completed in full and returned, for acceptance before a registration, can be secured. If you require assistance in completing the form, please ask us for assistance. We are here to help.

2. Settling In Procedure

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The club strongly encourages parents/carers to visit the premises with their children the week before they are due to start. During this week, the club requires that the parents/carers concerned engage with the staff leaving the children to get a feel for the place while the parent/carer can complete the Breakfast/Afterschool Club Contract. Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Club.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about the clubs' routines and the programme of activities. They will be shown around the club, told where they can and cannot go. Parents and Carers will be informed of signing in/ out procedures must be adhered to on collection of their child.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety Policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the club and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

In addition to a 'buddy', each child will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for.

All staff will supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

3. Activities

NY&CI is an organisation that is committed to providing a safe and interesting environment in an 'out of school setting', which allows children to further develop their skills and talents. In order to do this we provide a good variety of appropriate activities, designed to challenge and stimulate their learning. These activities include crafts, inventive play, quiet play, computer activities, drama and sport, reading and writing.

The children who attend the Breakfast/Afterschool Club are individuals and have all been blessed with their own unique skills, talents and personalities. We will strive therefore to acknowledge this truth, and always endeavour to provide diverse activities to suit the full range of their abilities.

4. Care, Learning & Play

The programme of activities and the atmosphere of our club aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The club will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Staff will undertake sensitive observational assessment. Based on the EYFS principles, staff will be able to recognize where each child is in their learning and put in place the most effective activity to support each child in extending their development and learning, based on their interest and needs.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, the club will recognise a child's individuality, effort and achievement.

5. Special Needs.

We welcome children with special needs. If your child has special needs then we may request you agree and sign a contract with us, to specifically construct conditions, allowing us to work professionally with you and your child. Our club is aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

6. Code of Conduct.

Our code of conduct was put together for the protection of the children and staff who attend Breakfast/ Afterschool Club. We have focused on safety, fairness and clarity, to make the code of conduct understandable to children. The code of conduct is open to display for all to see and refer to. Copies are available to all parents and guardians; please ask a member of our staff for a copy, should you wish one.

The purpose of the code of conduct is to protect children from accident. It also allows the Breakfast/ Afterschool Club to function in an organised manner, so all involved can enjoy the experience. We really appreciate parents reading the code and ensuring that their children understand the code and of course comply with it. It exists for the benefit of all of the children and the staff.

7. Equal Opportunities

Our club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

The club's equal opportunities procedures aim to help everyone involved in the club to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The club aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The club will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The organisation actively seeks to demonstrate this commitment by adopting policies, codes of practice and action plans to combat discrimination in any form.

Staff and users are required to reflect their commitment to equality of opportunity and anti-discriminatory practices.

We will promote equality of opportunity by:

- Demonstrating opposition to all forms of discrimination in every aspect of its operations
- Identifying and removing practices and procedures, which unfairly discriminate
- Increasing awareness and positive attitudes at all levels in the service towards people experiencing discrimination
- Creating a welcoming atmosphere for all users, staff and visitors
- Monitoring all operations to ensure no form of discrimination or harassment is taking place

Reasonable provision will be made for learner(s) with additional needs by providing suitable locations and technical aids where appropriate, (subject to funding).

Our full policy is held on site in the policies and procedures file.

8. Health and Safety

All person(s) present at the premises of NY&CI are required to adhere to the above legislation and the regulations of the organisation.

The successful implementation of this policy depends on the visible commitment and involvement of everyone working for or in association with NY&CI.

NY&CI Management Committee makes the following commitment:

- We shall recognise health and safety as an integral part of our planning.
- We will strive to achieve the highest standards of health and safety performance with compliance to legal requirements as a minimum.
- We will provide adequate resources to implement this policy.
- We will ensure that health and safety is seen as a key responsibility of both management, employees, volunteers and users.
- We will ensure that health and safety standards are understood, implemented and maintained at all levels.
- We will ensure that internal communications from all employees are committed to the health and safety policy.
- We will ensure that all employees at all levels receive suitable and appropriate training to demonstrate competency in the duties that they perform.

In the interests of others, the centre requests that all members of the public and staff adopt sensible and reasonable behaviour. The Management reserve the right to ask you to leave the premises if you do not comply with the above standards, as this may affect the Health and Safety of others on the site.

Health, Illness and Emergency

Under duties of Health and Safety (First Aid) Regulations 1981 Netherley Youth & Community Initiative Ltd recognises its responsibilities in providing adequate and

appropriate equipment, facilities and personnel to enable suitable first aid to be given at the club.

The club have qualified members of staff responsible for first aid. These persons have up to date First Aid Certificates. They are responsible for maintaining the correct contents of the First aid boxes and administration of basic First aid when necessary and appropriate.

The Site Manger and qualified members of staff will ensure that there is a fully trained First Aider available at all times during sessions at the club. The Site Manager will be responsible for enabling the qualified members of staff adequate first aid training. The First Aider is responsible for the recording of the accident and the care given. The Site Manager is to be informed and is then responsible for informing the parent/carer.

9. Times and Location

Opening times

Breakfast Club sessions

7.15am (pick up service only) 8.00am to 9.00am

Our Lady of the Assumption, Norman Pannell, St Gregory's School and Belle Vale all attend sessions. We also offer a pick-up service and will collect children from home and ensure they are safely deposited, on time, for school. If your child attends a different school, please ask and we will see what arrangements we can make to accommodate you.

We offer a nutritious breakfast to all attending this session which includes; cereal; fruit; beans/spaghetti on toast and/or yogurt.

After School sessions

3.15pm to 5.30pm

Belle Vale Primary, Norman Pannell Primary, Our Lady of the Assumption Primary, St Gregory's Primary, attend both sessions. We collect the children from Belle Vale and Our Lady of the Assumption using the minibus.

When your child(ren) attends the morning sessions they will be under the control of the staff at Breakfast/Afterschool Club until a member of staff, takes them into the playground, so they can line up for their school teachers. When your children attend the afternoon sessions they will be collected by staff from the Breakfast and Afterschool Club and escorted to St Gregory's Church hall. **Children undertaking activities at the school beyond 3.15pm need to be escorted by a member of the School to the Afterschool Club. NY&CI cannot collect the children other than at the specified time.**

Breakfast and Afterschool Club will essentially operate from St Gregory's Church Hall. Open access is not permitted to the setting, which means children will not be allowed to leave the premises without an authorised adult. Please ensure that if you are unable to collect the child/(ren) whoever is collecting them is aware of the password.

Holiday Club Sessions

We will accommodate children from our feeder schools during the school breaks (half terms and holidays from 8.00am until 5.30pm). We will ensure your child is provided with a breakfast and a snack late afternoon. Your child will participate in the various activities during this time. A programme of events will be given to you prior to the start of the holiday club. **A packed lunch will be required.**

10. Arrival and Departures

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form

If a child is going to be absent from a session, parents must indicate this to the club in advance. **A child who is absent from a session which is not related to school holidays or inset days will be charged for non-attendance.**

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

11. Uncollected Children

Our club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- Children should be collected by 5.30pm. If a parent, carer or designated adult is late collecting their child, **a charge of £10.00 will be incurred to cover the cost of staff.** Thereafter, at the Managers discretion, an additional charge of £5 per every 15min of time lapsed can be added until the child is collected.
- The manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.

- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local Social Services department for advice.

- After all efforts have been made to contact the parent/carer the Site Manager will contact the Senior Site Manager or Managing Director and arrangements will be made for the child to go with a member of the children's integrated services.

*Please see Policies and procedures for more information.

11. Safe Guarding Guidelines

NY&CI Safe guarding Policy is in place to ensure parents and staffs are aware of NY&CI duty to protect the children in their care. The full policy can be viewed on site from the policies and procedures hand book. Below the NY&CI Action plan for child protection is outlined to identify to you the procedures in affect within the company to safeguard the staff and children alike.

Policy Statement -The safety of all children is paramount, NY&CI staff follow to inform Social Services of suspected child abuse, and outline the procedures in place should an allegation be made against a member of staff.

- The welfare and safety of the children attending a NY&CI is paramount at all times. As a childcare provider we have a duty to protect the children within our care.
- Safe guarding procedures are covered during induction training which is carried out with each new member of staff.
- Parents are required to read and sign NY&CI safe guarding Declaration as part of the registration process.
- The Project Manager and relevant staff member will work closely with both Social Services and the Area safe guarding Committee with regard to child protection issues.
- NY&CI has a duty to report any suspicions of abuse to the Local Authority, who will advise of the next steps to be taken.
- Staff observe the children and know their normal behaviour patterns, any significant change to previous patterns of behaviour and development will be noted and brought to the prompt attention of Project Manager or relevant staff member.
- Written documentation of conversations and observations will be made, in the event of suspected abuse. This information will be stored in a locked cabinet and will only be accessible to as few people as need to know.
- A record of conversations with parents relating to explanations for injuries received away from the Organisation will be documented.
- NY&CI will appoint a designated member of senior staff who will undertake lead responsibility for all child protection issues. This includes liaison with other professional bodies should an abuse situation be disclosed or suspected. Overall responsibility for child protection issues is held by the Project Manager.

Ongoing support will be provided to the parties involved

12. Staff Ratios and Qualifications.

The statutory ratio set by social services is a staff to child ratio of 1:8, for children under eight years. In simple terms this means that Breakfast/Afterschool Club has to provide one member of staff for eight children attending NY&CI. It's because of this understandable regulation, that pre booking a session for the children is necessary, allowing the appropriate staffing to be organised in advance. All staff are qualified in the appropriate discipline, or are in the process of obtaining the appropriate qualification.

13. Fees

Morning session (Includes breakfast and a drink)

£1.50 per child

50p for each Pick up Bus service,

Afternoon session (includes light snack and drink)

£6.00 per session, per child

LATE COLLECTION OF CHILD £10.00 CHARGED

WE DO NOT MAKE A CHARGE FOR A SESSION IF THE SCHOOL HAS HAD TO CLOSE DUE TO UNFORSEEN CIRCUMSTANCES

14. Breakfast Club.

For those who wish their children to attend the breakfast club, we provide a healthy snack before school, which is inclusive in the fee. The breakfast snack consists of a choice of nutritional breakfast cereal, toast, a choice of fresh fruit or yoghurt and a choice of milk or real fruit juice.

15. Payment policy.

Fees are to be paid up front in advance, **late payment could result in the provision being stopped.**

Payments to be made directly into our HSBC bank account.

Account Name: Netherley Youth & Community

Account Number: 42709643

Sort Code: 40-29-08

Parents and Guardians can reserve a place at any time, but as the number of registrations exceeds the 30 - place limit of the club, we advise everyone to reserve a place in advance. By using, the two-week 'Booking request form' children can normally be reserved without problems.

Cheques should be made payable to: ***Netherley Youth & Community Initiative***

If a booking form for a session(s) has not been received by a member of staff, we regret that we may not be able to guarantee a place for the desired session.

In exceptional circumstances where families face financial hardship paying advance payments, NY&CI will negotiate alternative methods of payment. Each case will be assessed on an individual merits.

Please note fees are to be paid even if you decide your child will not be attending any of the sessions unless prior notice has been given.

The advance booking system is to ensure parents and guardians requirements for childcare are assured and that a place is reserved in advance. This enables NY&CI to plan effectively and efficiently. **Please note that we require two weeks notice if you intend to cancel your contract otherwise you will be subject to paying full fees.**

16. National guidelines-OFSTED

NY&CI aims to achieve all four areas outlined in the EYFS; we also ensure that all members of staff are working towards the eight play-work principles. Breakfast Afterschool Club is working towards the 14 sections outlined in the National standards for after school clubs. We are registered with OFSTED, who are an invaluable support to our organisation and also act as an auditor to ensure the club operates correctly to the National standards. This prospectus only provides parents and guardians with an overview of the clubs activities, for an in depth understanding of how we operate, we invite you to study our "Policies and Procedures Manual" which is located in the club. This allows you to see all our policies, procedures and systems, and covers issues as diverse as staff selection, equal opportunities, quality assurance etc. It is available for you to view during club hours.

17. Parental involvement

In line with OFSTED and quality assurance guidelines we have an open door policy at all our club sessions at NY&CI recognises that parents /carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between our clubs and the parents/carers. The staff team are committed to working in partnership with parent's carers to provide high quality, safe and stimulating care, and learning and play opportunities for children.

- Ensuring that parent/carers are made to feel welcome and valued in all dealings with the club
- Ensuring that NY&CI Ltd always listens to parents carers concerns whenever raised the site manager will ensure that parents' carers receive a prompt response from the club
- By working with our mission statement and aims and objectives
- Ensuring there are regular opportunities for the parents/carers to meet with the staff and discuss their Childs progress and any problems that they might be encountering
- Ensuring that any complaints from parents /carers are dealt with swiftly and affectively
- Encouraging parents and carers to undertake supportive roles in the club such as volunteering or participating in the activities.
- Providing parents /carers with questionnaires at least annually
- Keeping parents carers up to date by way of a newsletter prior to each holiday

18. Complaints Procedure

Netherley Youth and Community Initiative welcome all comments and suggestions. If you feel the need to complain about any part of our services you may direct your comments to the manager or Put your comments in writing and place them in the suggestion/comments box which is situated in the entrance foyer. We aim to deal with all complaints/concerns in a confidential manner and the staff informed on a need to know basis. It is our policy to speak to all parties before assessing the action to be taken.

If you are not satisfied with our dealings or the result of your complaint you may voice your concerns to OFSTED via the help line number below:

0300 123 1231

Written compliments, concerns or complaints may be sent to

The National Business Centre
OFSTED
Piccadilly Gate
Store Street
MANCHESTER
M1 2WD

19. Computers Policy/ Photographs

As part of NY&CI club activities, children will be given the opportunity to access the internet in the computer suite on a regular basis under staff supervision. They will also be given the opportunity to use the digital camera to take photographs of each other taking part in club activities and events – Christmas parties etc. Such photographs may be used for display/ club photo album.

As it is a statutory requirement that we obtain parental consent for children to take part in these activities, could you please indicate whether or not you are happy for your child to take part in these activities, could you please indicate whether or not you are happy for your child to make use of the facilities.

I wish/ do not wish my child to have access to the computer suite and internet during club sessions.

Name.....Signature.....

Date.....

I wish/ do not wish my child to have use of digital camera or photos to be taken.

Name.....Signature.....

Date.....

NETHERLEY YOUTH & COMMUNITY INITIATIVE

Breakfast Club/Afterschool Club

Parent/ Carer contract

In signing this contract you are agreeing to:

1. Paying childcare fees on time - Current fees Sept 2015 July 2016

£1.50 B/ Club 50p bus pick up, 50p drop off fee; £6.00 AS/Club

As outlined herein, fees are to be paid for non-attendance unless due notice given and agreement made.

Cancellation of your contract is subject to a two week notice period

2. Collection of children no later than 5.30pm - £10 penalty if later than 5.30pm, additional £5 can be added for every 15minutes thereafter.

3. Abiding by policies and procedures in operation by the club and

NY&CI

4. Familiarising yourself with the club policies and procedures.

Name:
(Parent/guardian)

Address:

Telephone:

Child(ren) name:

Signed:

Date:

NY&CI BREAKFAST/AFTERSCHOOL CLUB REGISTRATION

Childs Name in Full	
Name to be called	
Date of Birth	
Contact 1 Name of parent(s)or carer(s)	
Address	
Telephone numbers	
Contact 2 Name and address of person collecting child, from club if different from above.(children will only be allowed to leave with a named person)	
Telephone numbers	
Contact 3 Details of other than collector who may be able to collect the child in emergency.	
Telephone numbers	
Details of child's doctor	
Name and address	
Details of child's First language	
Telephone numbers	
Additional information Allergies, serious illness, fear, dietary needs, cultural and religious requirements	
Additional support in Educational needs/ requirements.	
Please indicate on which days your child would attend the breakfast club?	Mon Tue Wed Thu Fri
Please indicate on which days your child would attend the after school club?	Mon Tue Wed Thu Fri
Please indicate days required for B/C ASC indicating am/pm or both	Mon Tue Wed Thu Fri
Holiday Club	Mon Tue Wed Thu Fri
When would you like the child to start?	
Signature:	Date:
Parent /guardian Print Name:	
Legal Responsibility for the Child:	Name: Signature: Date
Relationship to the Child:	Name: Signature: Date:

Netherley Youth & Community Initiative

Ethnicity Records

Please tick as appropriate ✓

White British	
White Irish	
Traveller or Irish Heritage	
Gypsy/ Roma	
Any Other White background	
Mixed – White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed Background	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian background	
Black or Black British	
Caribbean	
African	
Any other background	
Chinese	
Any other ethnic Background	

Medication

Where possible children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during the sessions at the club, children should be encouraged to take responsibility for this, where this is appropriate. Parents/carers and staff should discuss situations at the possible opportunity and decide together on the best course of action. Parents and carers will be asked to complete the medication record with the responsible member of staff.

Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the Child's parent/carer and is in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the medication record.

Staff have a right to decline such a request from a parent/carer if they are in any way uncomfortable with this. NY&CI club Ltd is likely to decline a request for parents/carers to administer medication where this involves technical knowledge or training.

Sun Protection

NY&CI understands the dangers posed to children and themselves by over exposure to the sun. It is our policy to keep children safe in the sun. To do this we will ensure children are not in direct sunlight for extended periods of time. We ask that during the summer months parents send in a hat for protection.

In hot weather parents are encouraged to provide sunscreen for their children; clearly labelled with their name. A store of sun protection will also be held at NY&CI club. When necessary, staff may apply sunscreen to children who cannot do so for themselves where prior permission has been given by the parent/carer to the site manager.

Please complete this form and return – Delete as appropriate.

I fully understand the guidance of sun protection. **Yes/No**

I will send in a hat clearly labelled with my child's name. **Yes/No**

I will send sun protection in for my child to apply clearly labelled with my child's name. **Yes/No**

I give permission for a member of NY&CI to apply sun cream as and when appropriate. **Yes/ No**

Signed----- Parent, Carer

Name of Child----- Date-----

Medical Form

Child's name _____ D.O.B _____

Please state any
Medical conditions in
The space provided

Procedure of your child's
medical condition.

Any learning difficulties
with your child has.

Any allergies your child has.

Signed: _____

Date: _____

Netherley Youth & Community Initiative

Authorisation Form

Consent for: - Emergency Treatment.
Inclusion in Photographs.

Child's name: -----

I consent to any emergency medical treatment or advise necessary during the running of the club.

Please indicate your wishes by ticking the appropriate box.

Yes

No

I consent to the club in the course of its activities to include my child's image in its photograph.

Please indicate your wishes by ticking the appropriate box.

Yes

No

I consent to my child/ren to travel on the NY&CI breakfast bus please indicate your wishes by ticking the appropriate box

Mon Tues Wed Thurs Fri

Signed -----

date -----

Netherley Youth & Community Initiative

Authorisation to collect

This form is to be completed to authorise collection of a child by persons other than their Parents or guardians.

Date _____

Concerning the collection of my child from Afterschool Club,

I hereby authorise _____ to have the right to sign
_____ out of Afterschool club.

Any disclosure requesting information about your child and authorised person to collect your child will require verification of password that you have provided prior to the child signing out.

My password is: _____.

I accept that once my child is collected and signed out of Afterschool Club, by the authorised person named in this document that the "duty of care" for my child no longer rests with NY&CI After school club.

I instruct NY&CI to place this authorisation, on file with my child's register details, and for the authorisation to remain in place until instructed in writing to cancel it.

Print Name: _____

Signature: _____

Date: _____

Relationship to Child: _____

Phone number of person authorised to collect the
child _____

Any other Comments

Booking System & How to Contact Us

- 1) Once your child(ren) has been registered, you will need to reserve a session for them by using the “booking request form”
- 2) We operate an advance booking system, once you have indicated on the form what sessions you need, just indicate whether the session is for Breakfast Club/Afterschool Club.
- 3) Return completed forms with relevant fees to :-

Netherley Youth & Community Initiative

Breakfast /Afterschool Club

41 Damson Road,

Netherley

Liverpool L27 8XR

Make cheques payable to: Netherley Youth and Community Initiative

Once the completed forms are received a receipt for the fees will be provided.

- 4) If a booking form for a session has not been received by a member of staff, we regret that we may not be able to guarantee a place for the desired session.
- 5) In exceptional circumstances where families face financial hardship in advance payments, NY&CI will negotiate alternative methods of payment. Each case will be assessed on an individual merit.

The advance booking system is to ensure parents and guardians requirements for childcare are assured and that a place is reserved in advance. This enables NY&CI to plan effectively and efficiently.

In periods of school holidays NY&CI will provide advance booking forms prior to the schools breaking up. In the event of not receiving a booking form parents can contact) 0151-487 6421 Sharon Williams (Project Manager) who will send a postal copy on request.

It is regrettable that we operate a non-refundable policy for fees paid irrespective of non-attendance, sickness or cancellation.

In the event of oversubscription we will operate on a first come first serve policy to allocate places.

Booking Request Forms

Breakfast/Afterschool/Holiday Club

Child name: _____

Name of School: _____

Week beginning	Mon	Tues	Wed	Thurs	Fri
Breakfast Club					
Afterschool Club					
Holiday Club					

Insert week beginning date starting with Monday.

Indicate required session with "X"

Signed _____

Date _____

**Please ensure you complete pages 20 – 29
and return them to a member of staff.**