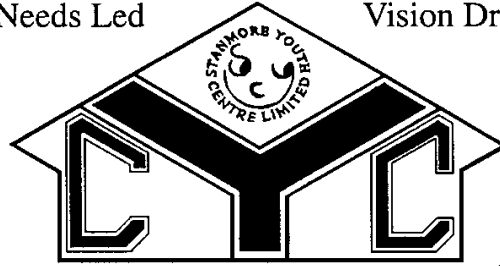


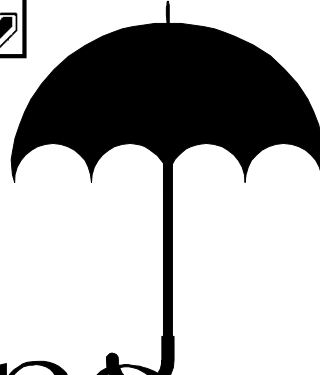


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Vision Driven



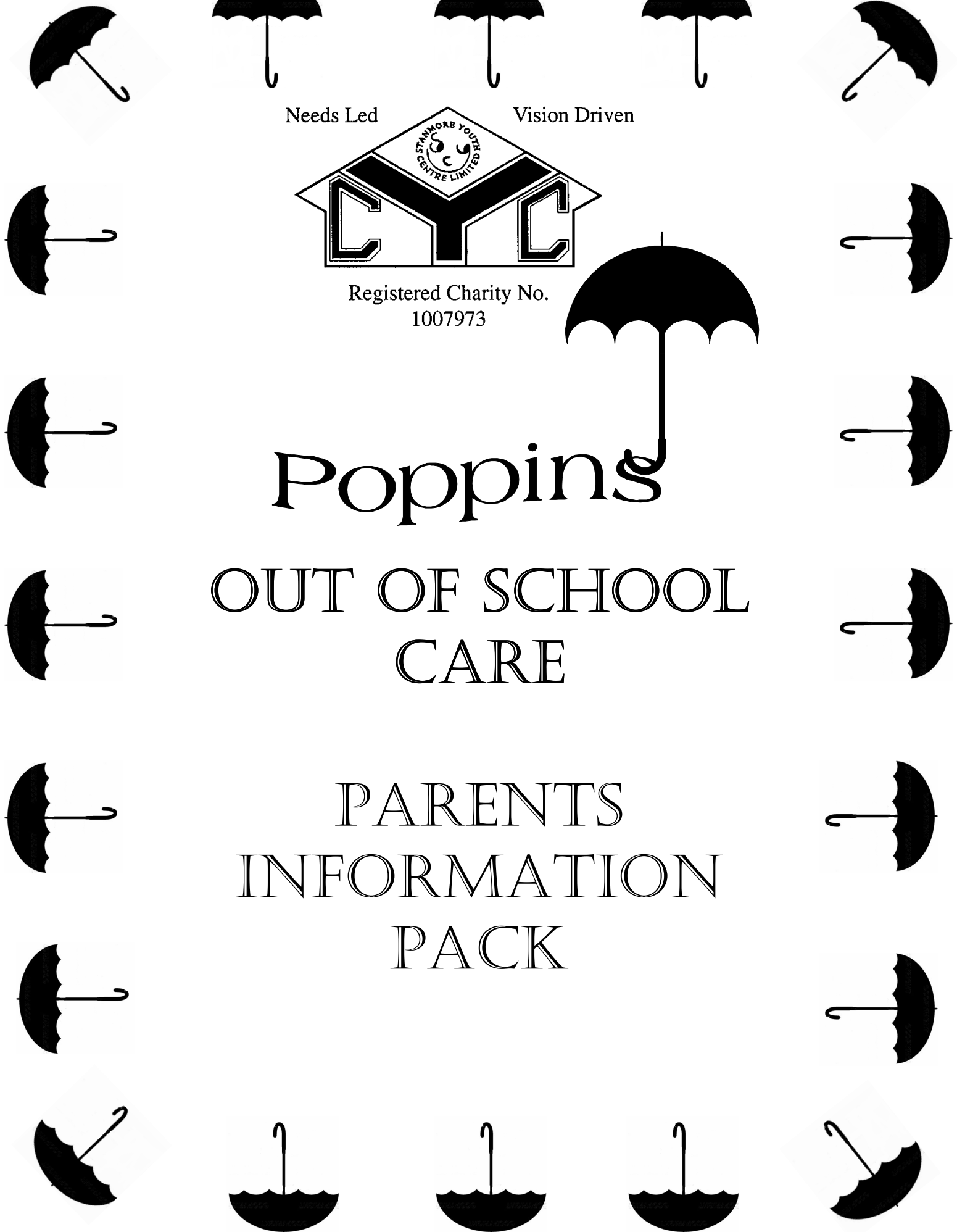
Registered Charity No.
1007973



Poppins

OUT OF SCHOOL
CARE

PARENTS
INFORMATION
PACK



CONTACT DETAILS

For Poppins enquiries please contact:

The Carroll Centre
Somers Close
Stanmore
Winchester
SO22 4EJ

Tel: 01962 840022

Fax: 01962 840812

Nerissa Dean
Primary and Youth Manager
nerissa.dean.cyc@btconnect.com

Or alternatively for general admin enquiries please contact

Kate Inglis
Administration Officer
c.y.c@btconnect.com

INDEX

	Page
Welcome and introduction to Poppins	2
Mission Statement	3
The Service	4
Admissions Policy	5
Equal Opportunities Policy	6
Confidentiality Policy	7
General Information	8
Behaviour Management	10
Rules of House	11
Settling In	13
Collection from School	14
Complaints Procedure	16
Synopsises of Policies	17-19
Healthy Eating	20
Transport Arrangements (To be retained by Parents/Carers)	21
Registration Forms (Parents/Carers Copy)	22
Transport Arrangements (School Copy)	23
Registration Forms (Centre Copy)	25-27
Transport Arrangements (Centre Copy)	28
Medical Form (Centre Copy)	29-30
Permission Slips (Centre Copy)	30

WELCOME TO POPPINS

Poppins After School Club is a registered Ofsted provision (registration number 509562) and operates from the Carroll Centre. We offer a warm safe and friendly environment for your child to come to whilst you are at work.

Quality care with experienced, caring playworkers who are registered through Ofsted and police checked by the Criminal Investigation Bureau.

We are able to collect children from their school and special arrangements can be made if their school is outside the catchment listed in the pack. Transportation from school can either be by minibus, car or supervised walk. All transportation will meet the new guidelines which came into effect in September 2006.

We offer a wide variety of activities including art, craft or sporting activities indoors and outdoors.

Our aim is to offer your child or children a variety of activities that they can choose from to keep them busy and occupied during their time with us.

Parents as Partners

Poppins recognises the importance of parents/carers as their child's first educators so we feel that it is important to share information regularly. Good communication is an essential element in quality care, parent/carers may discuss any concerns about their child with us at any time. Poppins has an open door policy and is committed to the highest standards of childcare.

The Carroll Centre

The centre is a registered charity and is self-financing. We welcome support from the community and any parents or carers who would like to become more involved with the centre are invited to contact the Head of Centre who will be only too pleased to discuss the centre and its work with you.

POPPINS MISSION STATEMENT

Vision

To support working parents/carers and provide the communities of Winchester with quality out of school childcare facilities.

Mission

- To help each child in our care maximise his/her social, intellectual and developmental needs;
- To create a warm and supportive environment where children are valued and recognised as individuals;
- To provide children with a wide range of stimulating activities; supervised by high quality experienced staff and volunteers;
- To provide a safe, efficient and accessible care facility for all children for all children and parents who work or are planning to return to work.

Objective

- By being sensitive to each child's needs and offering a flexible range of activities which fulfil many of the aims of character development;
- By creating a varied physical environment where children are encouraged to explore and express their ideas and skills and individuality without criticism;
- By utilising our own skills in arts and sports, and the skills of experienced volunteers within Poppins out of school club
- By always giving the best service possible and offering an open forum for ideas in order to constantly improve the service we offer

Our request

- We are professional persons qualified in the care of children.
- We have a wealth of expertise and many ideas to provide stimulus for the children.
- Quality and safety will be integral to our activities.
- Our flexibility will enable parents the variety of choice to use the club whenever needed.
- We will offer a homework time and listening service for readers at various times within the week, if required. Thus complimenting the homework times your child spends with you.

THE SERVICE

To the children

Our aim is to offer fun, stimulating and relaxing activities depending on the child's needs. Our backgrounds will enable us to offer a distinctive high quality of art and sporting recreation, amongst other activities. Each day various activities will be on offer for example. Art & craft, board games, physical activities, group games and much more.

To the parents

Our aim is to provide total peace of mind for parents with regard to the care of their child beyond normal school hours. We will provide a quality service at a reasonable price, in the forms of an out of school club and holiday playscheme.

To the local community

We work closely with Primary Schools in our area to provide choice across the community whilst complimenting the services offered within schools, aiming to compliment breakfast clubs within the Primaries as they develop.

At Poppins we are registered to take up to 40 children, activities on offer will reflect the number of children booked into the out of school club and holiday playscheme with quality of care being our highest priority. The clubs operate a strict 'No Smoking' policy.

ADMISSIONS POLICY

Statement of Intent

It is always our intention to be able to admit any young child to Poppins After School Care if reasonably possible to do so. Parents are asked to complete in full the Parent Pack (sample enclosed within Operational Plan), detailing all relevant information to enable us to ensure we are providing the best possible care for each child within a Poppins Session.

Transportation

- Poppins Drivers are all MIDAS trained
- Each driver has a current CRB check in place
- Each vehicle has seat belts for all occupants
- All safety checks will be carried out daily to ensure the minibus is safe to use (see Mini Bus Procedure)
- Booster seats/adjustable seat belts are used in line with current legislation

Meals

- A fresh home cooked meal is available each day following the healthy menu set and amended each term (sample enclosed)
- Vegetarian options are available with prior notice.
- Allergy lists are displayed in the kitchen and all staff are made aware of specific children's allergies (sample available in Operational Plan)

Childcare

- Childcare is available to all children who meet the age criteria within Poppins
- We aim to provide a fun, friendly, safe and warm environment for all children within our care

POPPINS AFTER SCHOOL CARE

Synopsis of policies and procedures

Equal Opportunities Policy

Poppins operates under the Carroll Centre's Equal Opportunities Policy which sets out our commitment to provide a non judgmental anti discriminatory service.

Poppins is committed to providing equality of opportunity for all children and staff. We will not discriminate against race, age, gender, disability, culture or religion.

- Race - children need to be aware that different races exist
- Gender - children are encouraged to participate in all activities and are not discriminated against because of their gender.
- Disability - children are encouraged to accept people with disabilities
- Culture and religion - children are encouraged to be aware of other children's cultures and religions through the teaching of stories, clothing and cooking a variety of foods, posters and toys.

Materials used must help children to develop their self- esteem and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Written information must be in as many languages as possible.

All children will be respected and their individuality and potential recognised, valued and nurtured.

CONFIDENTIALITY POLICY

Our work with children and families will sometimes bring us into contact with confidential information.

We will respect confidentiality in the following ways:

- Parents will have access to all files and records kept for their children but will not have access to information about any other child.
- Information given to any member of staff will be treated with the utmost confidence, unless the health and welfare of the child appear to be at risk.
- Staff will not discuss individual children, other than for the purpose of planning and child development, with people other than the Parents or Carers of that child.
- All visitors and students will be advised of our Confidentiality Policy.
- Any unnecessary breach of this policy may be subject to a disciplinary action.
- All data is maintained and protected according to Poppins Data Protection Policy.

GENERAL INFORMATION

- Opening Times

Poppins is open from 3.15pm to 6pm daily in term time. We are able to offer full day care in the school holidays (Centre Playschemes), under a separate arrangement. Full details of the holiday scheme are available upon request.

- Fees

Administration fee: £5 charge on first registration

Children will be collected from their school either by mini bus, car or supervised walk.

Zone A	Zone B	Zone C
First child - £10.20	First child - £10.70	First Child - £11.20
Additional children - £9.20	Additional children - £9.70	Additional children-£10.20
St Faiths	Western	Twyford St Marys
St Peters	Harestock	Compton
Stanmore	Weeke	John Keble
Olivers Battery		

- Payment

Fees are reviewed annually; clients will be given a month's notice of any change.

There is an administration charge of £5 per family for initial registration. Monthly payments are to be made **in advance**. Invoices will be sent out on 15th of each month covering the following month's child care, and can be paid by cheque, cash, childcare vouchers or by BACS. The invoice will be generated based upon the regular days specified in your contract and need to be paid within 7 days.

The following childcare vouchers are accepted:

Busy Bees - 00025313

Accor - P547991

You At Work - Search for our name to make payment

Kiddi Vouchers

Cheques need to be made payable to the Carroll Youth Centre supported by a cheque guarantee card.

BACS payments need to be made payable to:

Bank: **Lloyds TSB** Account Number: **2462820**, Sort Code: **30-99-71**

Reference: Poppins/Surname.

If a payment is not made, a reminder will be issued. If not paid by 7th day of the month, a letter will be issued stating the child will not be picked up from the following week, giving a specific date. If payment remains outstanding, legal action may be taken and use of the Poppins After-School care suspended.

Eg. For September 2009, the invoice will be issued on 15th August and payment is to be received by 7th September.

- Registration

At the back of this pack you will find the necessary forms to be completed to enable your child/ren to start at Poppins. Please complete the medical, transport, permission and registration forms and return them to the centre as soon as possible.

- Termination of Contract

If you wish to terminate the contract for your child's care we require one month's notice. Please ensure you advise us in writing of the date you wish to terminate your contract.

- Absence

Please notify Poppins of a child's absence i.e. sickness and holidays. We regret that we cannot give credit for changes in booking arrangements unless received 1 month in advance in writing.

- Staffing

Staff ratios are laid down by Ofsted regulations and all staff are experienced and CRB checked through the correct official channels.

- Settling In New Children

(Full policy available on request)

Children are invited to a pre attendance visit with their parent/carer. A tour of the centre will be provided and any questions or concerns discussed. Poppins operates a 'buddy' system for any new child to help them settle in.

- Meals

Poppins will provide a cooked meal for your child each day. If your child is on a special diet or has any allergies please detail on the medical form enclosed and/or discuss with the Primary Manager.

Poppins offer a wide range of meals on a four week rota, which is updated to suit seasonal change. We try to offer a nutritional and balanced diet within our menu and always offer an alternative where possible.

BEHAVIOUR MANAGEMENT

The policy and procedure are based on a child centred approach and designed to deal with problems in the context of the child's own level of development and understanding.

The aim is to help children understand and accept the need for standards of behaviour and approach, in their dealings with adults and other children.

It is also the intention to involve the members of the club in drawing up a basic set of guidelines to ensure the safety and well being of all those taking part.

Procedures

- Physical punishment such as smacking or shaking is not used or threatened.
- Adults will not raise their voices in a threatening way.
- Techniques intended to single out or humiliate individuals are never used.
- Adult handling of behaviour problems will be appropriate to level of development, understanding and maturity of the child.
- In cases of misbehaviour, it is always made clear to the child that it is the misbehaviour, not the child, which is unwelcome.
- In case of serious misbehaviour, the unacceptability of the behaviour is made clearly but by means of explanation, rather than personal blames.
- Where the misbehaviour threatens the safety or well being of another person, the offending child may be removed from the group, however:
- Children will not be sent out of the room alone they will be accompanied by a member of staff who will then sit down and talk to the child. The child will be invited back into the session after 'time out' period.
- Children are given one to one adult support in seeing what was inappropriate and in working towards a more appropriate pattern of behaviour.

If, in any case of unacceptable behaviour persists, the worker in charge may consider that the problem warrants discussion with the child's parents, guardian or carer. This will be recorded in the incident book and will need signatures from the worker in charge and parent/ carer.

In extreme cases, where serious misbehaviour persists over a period of time, or where there is a threat to safety of other children, it may be necessary to consider exclusion from the club. This action will only be taken after discussion with the parent/ guardian/ carer and the child.


'Rules of the House'

We would ask parents/carers to read this through with their child/ren.

When child/ren join us at **Poppins** we want everybody including the **Poppins** staff to be able to enjoy every moment. We want all of you to feel happy, relaxed and to take part in any activity without feeling inhibited or pressured. Therefore we have a few important 'House Rules' to ensure that when you join us you know how you are expected to behave, and your parents can feel confident that you are being well cared for.

- You must wait in Reception until the **Poppins** worker, wearing an identification badge, collects you.
- Equipment must be treated with care and respect.
- To encourage good table manners, you will be invited to sit at a table with your friends to eat your meal. You will be expected to wash your hands before eating. Your meal will be served at 4.00pm.
- The kitchen and the servery are out of bounds at all times.
- On nice days you may be allowed to play outside but first you must:
 - Ask permission
 - Never go out alone
 - Do not go outside the boundary (the playworker will show you where you can play)
 - Make sure a playworker is outside with you.
- To ensure a happy environment at all times you are expected to respect staff and other children.
- You must never leave **Poppins** during a session. If your parent/carer should wish to collect you early they must notify the worker in charge on their arrival and you may only leave the premises in their care.
- Playworkers are there to ensure that you are safe and happy at all times.
 - Please let the worker in charge know if you have any problems or are unhappy.
- Protective clothing is available to wear when you are in the workshop to protect your school clothes

To reinforce the 'House Rules' at **Poppins** we asked children to write their own rules (see attached page). We have put them together and a copy is displayed on the **Poppins** notice board.



rules

don't SNATCH

have fun and
make friends

no bullying

do not go into the
sports hall without
an adult

*no running in the
building except the
sports hall*

no fighting

Listen to what
people say and don't
interrupt

no SWEARING

don't steal

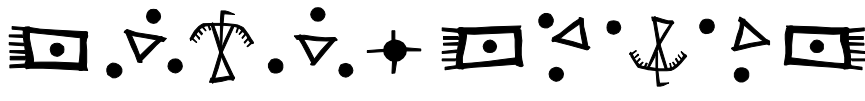
don't kick

don't punch

Be

Polite

*do not go outside the
building
without an adult!*



POPPINS SETTLING IN PROCEDURE

In order to make a new child feel welcome to Poppins the following procedure will take place.

- Parents/Carers are given a Parent Pack which contains information about our after school club.
- Parents/Carers need to complete two transport consent forms, one copy we keep and the other the parent/carer is asked to give to the school administrator.
- The parent/carer is asked to bring their child/ren along to a Poppins session before they start, so that they can have a look around, meet some of the children and staff.
- Introduce them to the person who will be collecting them from school.
- Discuss with the child what their hobbies are, favourite foods etc.
- Poppins operates a 'Buddy System' where a new child can be shown around and made feel welcome by one of the children who already knows the Poppins routine. This will only happen if the new child/ren decide they want this, to help them settle in.
- Explain 'Poppins' policy regarding ID badges, show them your badge, make it clear that they must only leave with their designated playworker unless they have been made aware of any change in arrangement by an authorised person.
- If they have a medical problem i.e. asthma let them know who they can ask for help if needed.
- Discuss the boundaries of the centre and on the bus

POPPINS COLLECTION FROM SCHOOL PROCEDURE

- As most schools finish at the same time, there can be a delay with the collection of children.

It is arranged with the schools that they keep hold of the children until their 'Escort' arrives. If a delay is likely due to circumstances beyond our control we will inform the schools by telephone immediately.

- If a child does not need to be collected from school due to illness or other reasons then the parents/guardians are asked to inform 'Poppins' as soon as possible.
- All Poppins staff wear ID badges and take it in turns escorting children from school, whether its by the mini bus, car or by walking.
- Children are asked to meet their 'Escort' in their school reception office.

If when the 'Escort' arrives, the child is not present, the 'Escort' will enquire where the child might be. If the child is off sick or has gone home early with their parent/guardian the 'Escort' will go onto the next school or return to the *CYC* where the parent/carer will be contacted and reminded of their obligation to inform 'Poppins' if their child will not be attending.

- Unfortunately if this occurs full payment for the session will be required including transport costs.

- If the school administrator confirms that the child has not been at the school all day and there is no legitimate reason why the child is not present to be collected, the 'Escort' will inform the Poppins Worker in Charge at the centre who will then contact the parents/carers.

If the parent/carer informs the Worker in Charge that their child/ren should have been collected then the Worker in Charge will inform them that they did not report to the office and the police are informed that a child is missing. The school administrator will be asked to contact the police and explain the situation.

The 'Escort' will return to the centre and up date the Poppins Worker in Charge and Head of Centre.

The Head of Centre and Poppins Worker in Charge will remain in close contact with the child's parents/carers, the school and the police.

- An incident report will be written up.

COMPLAINTS PROCEDURE

The Centre holds a full and detailed policy on this procedure and all users of the Centre are welcome to view this policy at any time.

SYNOPSIS

All complaints or concerns are treated extremely seriously and the management respects confidentiality.

Clients are encouraged to raise any concern with the Primary Manager. If the issue cannot be resolved and you are not satisfied with the action taken then you can be referred your concern to the Head of Centre, Mandy Leese.

A complaint will be investigated within 28 days and we will report back to the complainant our findings.

At all stages the complaints and concerns are recorded and necessary actions will be discussed with the person who has complained. The complainant will be continually informed as to the actions taken.

The Primary Manager and Head of Centre reserve the right to have a witness present, at all meetings.

If the person making the complaint is still not happy with the result then they can be referred to OFSTED at the following address:-

Early years Ofsted
South Regional Centre
Freshford House
Redcliffe Way
BRISTOL
BC1 6NL

TELEPHONE Golden Number - 08456 404040

HEALTH AND HYGIENE POLICY AND PRACTICE

Poppins promotes a healthy lifestyle and high standards of hygiene are maintained in its day-to-day work with children and adults. This is achieved in the following ways:-

Health:

Food: All meals and snacks provided will be nutritious and pay due attention to any child's specific dietary requirements. Staff will promote and extend the children's understanding of a healthy diet when cooking with them as an activity.

Illness: Parents are asked to keep their child at home if suffering from any infection, sickness or diarrhea until at least twenty-four hours has elapsed since the last attack. If a child is on prescribed medication the procedures below will be followed:

- The medication will be clearly labeled with the child's name, dosage and any other instructions.
- All medication will be stored correctly and safely.
- Written permission will be obtained from parents.
- A medication form is available to record administration of medicine.

Guidance on infection control (recommended by the Department of Health):

<i>Infection</i>	<i>Period to be kept away from poppins</i>
Chickenpox	Follow NHS guidelines, all spots must be dry and scabbed over usually after 5 days from the last spot appearing
German Measles	Follow NHS guidelines can return when rash disappears.
Hand, foot and mouth	Exclusion, can affect an unborn foetus
Impetigo	We will follow through with the prescribed medical treatment once sores are dry
Head Lice	Children will be excluded and treatment advised accordingly
Mumps	Exclusion under NHS guidelines
Threadworm	These are a common childhood ailment and need to be immediately to prevent cross contamination, please notify.

SPECIAL EDUCATIONAL NEEDS (SEN) POLICY

Poppins has a SENCO (Special Educational Needs) co-ordinator who will take appropriate action to ensure that provision is made and resources are provided for any special educational needs of our children. The special educational needs of most children can be met effectively in Poppins, with specialist outside help if necessary. Only a few children will need to be referred to the Local Education Authority for further assessment.

Identification

The SENCO co-ordinator will use information from parents/ carers and subsequently the written records, which monitor a child's progress to identify any special educational needs. If concern for the educational and or developmental progress of a child arises, a staff member will write a report setting out the child's strengths and weaknesses. This report will be shared with the parents.

Provision

Having received Parents/Carers permission, the Poppins SENCO co-ordinator together with other staff members, will work with the Area Senco to focus on meeting the child's needs. This could involve writing an IEP (Individual Educational Plan), which outlines how to meet the child's needs. This will reflect carefully planned and recorded actions that take account of the wishes, feelings and knowledge of the parents. It will also include home involvement. The plan will form the basis for the next steps in the child's learning.

The plan will be reviewed and updated regularly as the child's needs change and records will be kept. Poppins will ensure a close partnership with parents.

CHILD PROTECTION POLICY AND PROCEDURES

Every child has the right to be protected. Poppins has a duty to report to Social Services any concerns regarding children in its care. The environment at Poppins will be one that is safe from abuse and in which any suspicion of abuse will be promptly and appropriately responded to. To achieve this we will:

Exclude known abusers

Each applicant for a position at Poppins will undergo a police check and also all appointments are subject to a probationary period. We will seek to provide training and all staff will have read the Social Service's leaflet on Child Protection.

Maintain good practice

Staff will not be left alone for long periods with individual children or small groups. Only members of staff who have been registered as fit persons will take children unaccompanied to the toilet.

Report Suspected Abuse

If abuse is suspected, Social Services will be notified and they will follow their procedures. Records will be kept. Confidentiality will be maintained throughout.

A full copy of the Centre's Child Protection Policy is available upon request.

Change of Terms

We reserve the right to change the terms set out above. However, we will notify parents in writing of such change.

Poppins Weekly Summer Menu

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
	Pasta, garlic bread and salad	Sausage Casserole with home made potato wedges and vegetables	Jacket Potato With various fillings and salad	Fish Fingers, mashed potato Peas & Sweetcorn	Casserole with rice and vegetables
	Yoghurts	Fruit Jelly	Chocolate Mousse	Ice Cream Cones	Sponge Cake
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
	Jacket Potato With various fillings and salad	Lasagne with garlic bread and salad	Roast with fresh seasonal vegetables	Pasta, garlic bread and salad	Chilli & Rice and Salad
	Fruit Cocktail	Ice Cream Sundae	Fruit Crumble	Fruit Ice lollies	Chocolate Mousse
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
	Sausage Casserole with boiled potatoes and vegetables	Jacket Potato With various fillings and salad	Pasta, garlic bread and salad	Beef Burger and onion gravy with mashed potato and vegetables	Pizza with home made potato wedges and Salad
	Flap Jack	Yoghurts	Chocolate Mousse	Fruit Jelly	Fruit Kebab (children to make)
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
	Chicken Dippers, mashed potato and Peas	Pasta, garlic bread and salad	Chicken Curry and rice and Salad	Jacket Potato With various fillings and salad	Cottage Pie With Vegetables
	Fruit Cocktail	Chocolate Mousse	Jelly & Ice-cream	Iced buns (children to ice)	Angel Delight

Vegetarian meals				
Vegetarian Pasta Dish	Vegetarian sausages	Jacket Potato with various fillings	Quorn fillets	Vegetarian Burgers

Fresh fruit available each day

Menus may change at short notice subject to availability of items.

POPPINS TRANSPORT ARRANGEMENTS

Your child will be collected from school at the end of the school day by an authorised Poppins worker.

You will need to complete the enclosed slips, one for the Head teacher of your child's school, one for our records and retain one for your own records.

To the Head teacher of School.

My child Class.....

Will be attending Poppins out of school care at the Carroll Youth Centre

Somers Close Stanmore from the week commencing

until further notice on:

Monday Tuesday Wednesday Thursday Friday

I give permission for to be collected from (specify place in the school) by an authorised Poppins worker at the close of school on the days specified above.

Signed..... parent/guardian

Date

COPY TO BE RETAINED BY PARENTS

POPPINS REGISTRATION FORM AND CONTRACT

Terms and Conditions

Poppins is open five days per week in term time from 3.15-6pm, in addition there is a holiday full day care provision if required, please ask for details.

Fees are reviewed annually; clients will be given a month's notice of any change. Invoices will be issued one month **in advance** and can be paid by cheque, bacs, childcare vouchers or cash. Payment need to be made within 7 days. Cheques to be made payable to the Carroll Youth Centre supported by a cheque guarantee card. Childcare vouchers to be requested in advance, so that funds are received before the start of the month of after school care.

If you wish to terminate the contract for your child's care we require **one month's notice in writing**. Failure to do so will result in payment in lieu of notice period.

Please notify Poppins of a child's absence i.e. sickness and holidays. We regret that we cannot give credit for changes in booking arrangements unless received 1 month in advance in writing.

Poppins reserves the right not to accept a child who is obviously ill on arrival.

Poppins can only administer medication to a child when it is prescribed medication and consent is given by the parent/carer.

If a parent/carer is late in collecting the child there will be a £5 charge, if the delay is over fifteen minutes the rate is charged at the full sessional rate. Continual late collection may result in a child be withdrawn from Poppins.

Parents/Carers are asked to inform Poppins of any change in personal details and contact numbers.

Parents/Carers are required to dress the child in suitable clothing for indoor & outdoor activities.

I/We agree to abide by Poppins Policies, Terms and Conditions.

Parent/CarerPRINT NAME

Parent/CarerPRINT NAME

TO BE RETAINED BY THE PARENTS

POPPINS TRANSPORT ARRANGEMENTS

Your child will be collected from school at the end of the school day by an authorised Poppins worker.

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To the Head teacher of School.

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until further notice on:

Monday Tuesday Wednesday Thursday Friday

I give permission for to be collected from

..... (specify place in the school) by an authorised

Poppins worker at the close of school on the days specified above

Signed.....parent/carer

Date

SCHOOL COPY

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Parents/Carers are required to dress the child in suitable clothing for indoor & outdoor activities.

I/We agree to abide by Poppins Policies, Terms and Conditions.

Parent/CarerPRINT NAME

Parent/CarerPRINT NAME

TO BE RETAINED BY THE CENTRE

POPPINS REGISTRATION FORM AND CONTRACT

Child's Name Date of Birth

Home address..... Postcode

Home telephone number

Parent/Carer 1

Place of work

Work telephone number Mobile number

Parent/Carer 2

Place of work

Work telephone number Mobile number

Are you the main carers for your child? Yes/No *delete as appropriate*

If you are not the main carer (s), who is the person responsible?

.....
The address and telephone numbers for the person responsible

.....
Please indicate an additional emergency contact

Name and relationship to the child

Address Postcode

Tel no Mobile no

Child's Doctor's name

Address Postcode

Telephone number

If your child is to be collected by someone other than yourself on a regular basis please provide details of the persons name, address and telephone number

POPPINS REGISTRATION FORM AND CONTRACT

The start date required

SCHOOL ATTENDING

Please indicate below which sessions your child will be attending:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

- Fees

Administration fee: £5 charge on first registration

Children will be collected from their school either by mini bus, car or supervised walk.

Zone A	Zone B	Zone C
First child - £10.20	First child - £10.70	First Child - £11.20
Additional children - £9.20	Additional children - £9.70	Additional children-£10.20
St Faiths	Western	Twyford St Marys
St Peters	Harestock	Compton
Stanmore	Weeke	John Keble
Olivers Battery		

Please detail below any health or relevant issues you as the Parent/Carer feel the Poppins staff need to be aware of. Thus enabling Poppins to give your child the best possible care.

.....

.....

.....

POPPINS TRANSPORT ARRANGEMENTS

Your child will be collected from school at the end of the school day by an authorised Poppins worker.

You will need to complete the enclosed slips, one for the Head teacher of your child's school, one for our records and retain one for your own records.

To the Head teacher of School.

My child Class.....

Will be attending Poppins out of school care at the Carroll Youth Centre

Somers Close Stanmore from the week commencing.....

until further notice on:

Monday Tuesday Wednesday Thursday Friday

I give permission for to be collected from

..... (specify place in the school) by an authorised

Poppins worker at the close of school on the days specified above

Signed.....parent/carer

Date

TO BE RETURNED TO THE CARROLL CENTRE

POPPINS MEDICAL FORM

Child's Full Name

Date of Birth

IMMUNISATIONS

Has your child been immunised against: *Please delete below as appropriate.*

POLIO	MMR	TETANUS	MEASLES	HIB	DIPHTHERIA	WHOOPIING COUGH
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

If there have been any further immunisations please inform Poppins or detail here

MEDICATION

Is your child on regular medication? Yes/No

If so please give details
.....
.....

Does your child have **any** allergies that we need to be aware of? Yes/No

If so please give details
.....
.....

Does your child have any specific dietary requirements? Yes/No

If so please give details
.....
.....

POPPINS MEDICAL FORM

Are there any issues regarding skin conditions for your child? Yes/No

Allergy to plasters? Yes/No

Allergy to plastic or latex? Yes/No

Are there any behavioural issues? Yes/No

If so please give details

Are there any other issues around your child's health that you feel may be relevant to their attendance at Poppins After School Club?

EMERGENCY MEDICAL CONSENT

I consent to emergency medical treatment being administered whilst my child is under the care of Poppins After School Club.

I give authority for staff to sign any written consent form, if required by any medical authority, in the event of a delay in obtaining the signature of a Parent/Carer, only if this is deemed necessary by a Doctor and it is considered to be a life threatening danger to the Child.

Parent/Carer Signature Date

Full name

PERMISSION SLIP

- At the Carroll Youth Centre we occasionally wish to take photographs of our activities for displays within the Centre or for local press releases.

We would like to use photographs of our children, young people and adults that use the Centre and we would like to ask for your support in this.

Please complete the permission slip below if you are willing for your child or young person to be photographed for this purpose.

- At times we take the children outside of the premises for games and activities please complete the slip below to give your consent.

.....

- I do/do not give my permission for my child/ young person to be photographed for display or publicity material.

Signed (Parent/Carer)

Date

Name of child/ young person:

- I do/do not give my permission for my child/ young person to be taken outside of the premises for games and activities.

Signed (Parent/Carer)

Date

Name of child/ young person:

TO BE RETURNED TO THE CENTRE