



Balksbury Pick Up Club – Child Registration Form

Please complete the registration details and return to admin office.

Child's Name:
Child's Year Group and Class:
Home address:
Any essential or useful information Pick Up Club needs to know about your child:
Please list any medical information/allergies – even though listed on Arbor
Who will Pick Up? Please list the days next to the name: First responsible person picking up: Second responsible person picking up: Any other responsible person picking up:

It is essential we have up to date emergency contact details. Please ensure any changes are updated on Arbor.

1st Emergency Contact		Relationship to child:	
Mr/Mrs/Miss/Ms	First name:		Surname:
Home no:		Work no:	Mobile no:

2nd Emergency Contact		Relationship to child:	
Mr/Mrs/Miss/Ms	First name:		Surname:
Home no:		Work no:	Mobile no:

3rd Emergency Contact		Relationship to child:	
Mr/Mrs/Miss/Ms	First name:		Surname:
Home no:		Work no:	Mobile no:

I give permission for photographs of my child to be used on the school website or in Across the Playground (please tick):	
Yes	No

Pick Up Club Agreement and Terms and Conditions

Child's name:

The below Terms and Conditions relate to Pick Up Club. **Parents/carers must sign the registration form confirming they have read and understood all terms and conditions.**

1. Registration forms must be completed in full **before** your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made on Arbor, and with the Pick Up Club staff.
3. Pick Up Club costs £36 per week, per child and is paid on or before the first day of each month (for both 4 week and 5 week months).
4. Pick Up Club starts at 3:15pm. Children will be collected from their classrooms and escorted to Pick Up Club by a member of staff. If they are attending an extra curricula club, they will be collected from their club at 4:15pm.
5. Pick Up Club finishes at 5:30pm, parents can collect children any time before 5:30pm.
6. An authorised adult **must** sign the child out of Pick Up Club. Children **cannot** meet their parents offsite. Collection is from the external door of the infant school hall.
7. If you are arriving by car, please adhere to the strict 5mph speed limit within school grounds. Please park curb side in the infant school car park and leave the site as soon as your child has been collected.
8. Pick Up Club is **not able** to care for children after 5:30pm. If a parent is late, there is a **late collection fee of £20**. By signing this agreement, a parent is agreeing to pay this before the child can continue to attend Pick Up Club.
9. Pick Up Club will not run on days that the school is closed – INSET Days, Bank Holidays and School Holidays. Families will not be charged for days that the club is closed.
10. If your child is unable to attend a session, you must notify the admin office on 01264 352801 before the end of the school day and inform the federation of the new arrangements.
11. Pick Up Club provision is additional care outside normal school hours. The club's policies and procedures reflect the federation's policies and procedures. This includes safeguarding and behaviour.
12. Pick Up Club provide a safe and stimulating happy environment for Balksbury children. The federation reserves the right to suspend access to any child whose behaviour is disruptive, following the federation's behaviour policies.
13. The federation will provide a high quality service. If you have any concerns, please speak to a member of the Leadership Team.

Pick Up Club Payment

1. At time of booking, you will need to make payment via **Arbor**. If your child is unable to attend for any reason, you will not be entitled to a refund.
2. Childcare Vouchers: Childcare vouchers are accepted. If you choose to pay with childcare vouchers, please allow enough time Barksbury Federation to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the federation is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider.

Please see enclosed leaflet for a list of childcare voucher providers that Barksbury Federation is registered with.

3. Outstanding payment: The federation reserves the right to refuse any child entry into Pick Up Club if payment is not made; this includes a late collection penalty charge.
4. Please give notice two weeks before the half term if you wish to cancel. If you do not give notice, you may be charged.

I have read and agree with the terms and conditions in this agreement.

Parent/carer:

Please print name:

Date:

Pick Up Club Late Collection Policy

Parents and Carers must read, agree and sign to Pick Up Club's Terms and Conditions.

Pick Up Club's Late Collection Policy is part of these terms and conditions. Your child's Pick Up Club placement is not confirmed until the federation receives acknowledgment and signed agreement of the terms and conditions along with a club registration form.

Pick Up Club – Late Collection Policy

It is extremely important that children are collected on time from our Pick Up Club extended services as late collections can cause major issues for the staff and the federation.

Pick Up Club finishes promptly at 5:30pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that a late collection after this time will be charged a £20 late penalty.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form as contact. Any confusion which leads to the child remaining in the federation's supervision will result in the late fee being charged. A record of late collection will be maintained by the federation's Pick Up Club.

If late collection becomes frequent, the federation reserves the right to withdraw the place from Pick Up Club.

Parents/Carers must contact the federation if they are aware that they will be late to collect their child. If after school office hours (4:15pm) please leave a message on the Pick Up Club line. A member of staff will listen to messages on a regular basis.

I have read and agree with the terms and conditions in this agreement.

Parent/carer:

Please print name:

Date: