



## Balksbury Drop Off Club – Child Registration Form

Please complete the registration details and return to admin office.

<b>Child's Name:</b>
<b>Child's Year Group and Class:</b>
<b>Home address:</b>
<b>Any essential or useful information Drop Off Club needs to know about your child:</b>
<b>Please list any medical information/allergies – even though listed on Arbor</b>

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

# Drop Off Club Agreement and Terms and Conditions

**Child's name:**

The below Terms and Conditions relate to Drop Off 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.
3. Drop Off Club costs £12.50 per week, per child and is made in half termly payments.
4. Drop Off Club starts at 7:45am in the junior school hall. Children can be dropped off at any time from 7:45am and must be signed in by a responsible person. Please note that the gates will open at 7:30am and close at 8:15am and entry **cannot** be made into the car park until 8:30am when the office opens. At 8:30am, please use the intercom.
5. Drop Off Club finishes at 8:45am in the junior school. Infant children are supervised on release from the hall to arrive at class. Junior children are released from the hall and make their own way to class.
6. A responsible person must sign the child into Drop Off Club. Children cannot be dropped in the car park.
7. **Important:** If you are arriving by car, please adhere to the strict **5mph** speed limit within the school grounds. Please park in the junior school car park from the bottom of the hill up, starting next to the disabled parking space (staff park from the top down). Please reverse into the parking space so that when you exit, you have visibility of children. Please leave site as soon as your child has been safely dropped off.
8. Drop Off Club is **not able** to care for children before 7:45am.
9. Drop Off 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. Drop Off 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.
11. Drop Off Club provides 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.
12. The federation will provide a high quality service. If you have any concerns, please speak to a member of the Leadership Team.

## Drop Off Club Payment

1. At time of booking, you will need to make payment via Arbor. Payment is **£12.50** each week and paid in half- termly payments. 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 Drop Off Club if payment is not made.
4. Please give notice two weeks before the half term if you wish to cancel. If you do not give notice, you may still be charged.

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

**Parent/carer Signature:**

**Please print name:**

**Date:**