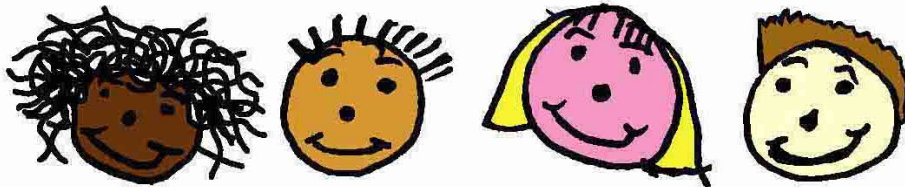


# Bowes Primary School



Bowes Road,  
New Southgate,  
London,  
N11 2HL  
Tel: 020 8368 2552

## The Bowes Club

### Registration Form

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**STRICTLY PRIVATE & CONFIDENTIAL**

## Terms and Conditions

We believe these standard terms and conditions reflect the custom and practice of private clubs providing out of school hours care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the club. Nothing in these terms and conditions affects the parents / guardian's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

### Definitions

In this agreement:

"Club" means The Bowes Club at Bowes Primary School, Bowes Road, New Southgate, London N11 2HL;

"Child" means the child named in the application form;

"Board of Trustees" means the Board of Trustees of Bowes Primary School;

"Parent" means a parent or guardian of the child;

"Schedule One" means the document attached at schedule one hereto;

"Service" means out of school hours care for children.

1. To register your Child at the Club, a non-refundable registration fee of £20.00 is provided for each Child registered. This does not guarantee that a place will be available.
2. The Service is only available during term time.
3. All fees are charged monthly in advance and must be paid on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during all periods of absence from the Club, including sickness, family holidays and school trips and residential trips.
4. Fees are calculated on the basis of a weekly charge.
5. Prices quoted are for Breakfast Club (8am-8:55am) which includes breakfast, After School Club (3.15pm-6pm) which includes drinks and a snack.
6. To secure a Club place the first month's fees (deposit) must be paid at the time the place is confirmed by the parent or guardian.
7. Once a place at the Club is confirmed the first month's fees become payable to secure the place. Four weeks written notice is required if you no longer require the place or you wish to withdraw your Child from the Club. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place accepted.
8. Fees may be increased by the Board of Trustees by giving four weeks advance notice.
9. If you register your Child for a full time place at the club (i.e. 5 sessions for Breakfast Club, or 5 sessions for After School Club and such place is confirmed by The Bowes Club you will not be permitted to reduce the number of sessions attended within 8 weeks of the date of the first session attended and you will be charged for any sessions not attended during such a period.
10. Four weeks written notice is required if you wish to reduce the sessions attended once the 8-week period has elapsed. Such notice may be given during the 8-week period but will not be effective until the expiry of the period.
11. The sessions will continue annually until you give 4-weeks written notice.
12. If Fees fall into arrears, the Parents will pay the Board of Trustees the value of any discounts given by the Board of Trustees to the Parents in relation to the Service. Fees in arrears will be charged at 10% per annum of the Fees in arrears, compound interest, calculated weekly. Children may be excluded from the Club if fees remain outstanding beyond 14 days beyond their due date and the registration terminated.
13. The Child must be collected from the Club by the end of the period of the Service. If the Child is not collected by this time the Parent will be charged a late fee of £10. If the Child is not collected within 15 minutes of the end of the period of the Service the subsequent additional time for which the Service is provided that day will be divided into 15 minute units and the Parent will pay the Board of Trustees £10 for every 15 minute unit and £10 for any excess not divisible into a 15 minute unit.
14. Except in the case of death or personal injury caused by a party's negligence or non payment of Fees, neither party's liability under this Agreement, whether arising in contract, tort, negligence, breach of statutory duty or otherwise, shall exceed £1,000.
15. Neither party shall be liable to the other party in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of an indirect or consequential nature.
16. The Board of Trustees shall not be liable for any failure or delay in performance of this contract which is caused by circumstances beyond their reasonable control including without limitation any labour disputes between the Board of Trustees and employees at the Trust.
17. If your Child becomes ill during a Club session a member of staff will contact the parent/guardian or the emergency contact indicated on the registration form. If your Child is suffering from a communicable illness your Child should not be brought to the Club until such a time as the infection has cleared. A full copy of the Infection Control Poster is available to view at the Club.
18. We will work with parents/guardians to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician.
19. You should be aware that The Bowes Club occasionally takes photographs within the Club which may be used in training or promotional material.
20. It is understood that The Bowes Club under an obligation to report to OFSTED/Child Protection any incident where we consider a Child may have been abused or neglected. This may be done without informing the parents/guardians.
21. The Service may be terminated on one month's notice by the Board of Trustees to the Parent.

**LARGER COPIES ARE AVAILABLE ON REQUEST**

The following information will be held by the club. Please ensure that all information is completed and that the club is kept up to date with any changes to address, telephone numbers etc.

**Personal Details**

Child's first name/s: \_\_\_\_\_ Child's surname: \_\_\_\_\_

Boy/Girl: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

<b>Mother's name:</b>	Parental responsibility Yes / No	<b>Father's name:</b>	Parental responsibility Yes / No
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<b>Home address: (if different to child)</b>	<b>Home address: (if different to child)</b>
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<b>Postcode:</b>	<b>Postcode:</b>
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Home ☎	Home ☎
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Work: ☎	Work: ☎
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Mobile: ☎	Mobile: ☎
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Email:	Email:
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Specific collection arrangements: \_\_\_\_\_

Password: \_\_\_\_\_

<b>Emergency contact 1:</b>	<b>Emergency contact 2:</b>
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<b>Relationship to the child:</b>	<b>Relationship to the child:</b>
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Home ☎	Home ☎
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Work: ☎	Work: ☎
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Mobile: ☎	Mobile: ☎
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**Dietary Requirements**

*(Please indicate any dietary requirements that your pupil may have, for example diabetic, vegetarian, food allergy)*

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**Medical Information**

**Name of doctor/surgery:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Any medical information of which the school should be aware of (For example, medical conditions such as asthma, diabetes, heart condition, sickle cell, eczema or allergies, hearing, vision, speech difficulties please specify):**

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Has your child been immunised? YES / NO

Has your child received a pre school booster? YES / NO

### Attendance Schedule

Please indicate in the table below the days you would like your child to attend the Bowes Club

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					
Required start date					

### Parental Consent

Please read the following information carefully, delete the incorrect answer and sign at the bottom of this consent form. No further permission will be sought unless there are changes in school policy or other circumstances occur.

#### **Welfare:**

I give permission for first aid to be administered **YES / NO**

I give permission for a staff member to take my child to hospital by car in the event of no ambulance **YES / NO**

I give permission for medical treatment at hospital in the event of no parent/guardian present **YES / NO**

#### **Internet Access:**

As part of the school's ICT curriculum we offer pupils supervised access to the Internet. Further details of our school Internet Rules can be found in our Internet policy.

I give permission for my child to use electronic mail and access the Internet. **YES / NO**

#### **Photographs:**

During their time at Bowes your child is likely to be photographed or filmed, while they are engaging in the curriculum, by Bowes staff or official visitors to Bowes. These photos or films may subsequently be used for display purposes, for our website, in the media or for training purposes outside school. We take care to ensure as far as possible that names are not attributable to individuals.

I give permission for my child to be photographed/filmed at school and for the images to be used for display purposes in school. **YES / NO**

I give permission for photographic/video material of my child to be used in the school brochure, on the school website, in the media and for training purposes outside school. **YES / NO**

**I agree that any photographic or video images that I take at school events will be for my own personal use and will not be used inappropriately.**

***This registration form incorporates the terms and conditions overleaf and that the information given is true. Upon signing this form, the parents are deemed to have read, understood and agreed the same.***

**Signature:**  
(Parent)

**Print name:**