

St Helen's Church of England Primary School



E Safety Policy

Our curriculum vision at St Helen's CE Primary School

S eeking Achievement for all
H opeful through our Christian values
I nspire through our knowledge rich curriculum
N urturing and preparing for life through Jesus' love
E mbracing equality and diversity



Our LDST Prayer

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give:

Excellence to our learning,

Love to our actions and

Joy to our worship.

Guide us to help others,

So that we may all

Learn, Love and Achieve, Together with Jesus.

Amen

**"You are the light of the world...Let
your light shine before others."**

Matthew 5:16



Terms and Conditions

Play and Shine understands that the cost of registered childcare may seem expensive to a parent/carer. After comparing similar provisions in the Warrington and surrounding area, we know that St Helen's CE offers a very competitively priced service offering a high quality, safe and stimulating service for children aged 4-11.

- Payment of fees must be made at the time of booking through our online booking system IRIS plus pay. However, a full half-term can be booked and paid for in advance, should you wish. Payment must be made via 'IRIS plus pay' in accordance of our Charging and Remissions Policy. If paying by workplace childcare vouchers, bookings can still be made online and vouchers accepted by the school.

Breakfast Club £5.00 per session

After School Club £10.00per session

Late collections (after 5.30pm) can incur a £5 charge for the first 5 minutes and £1 for each minute thereafter for each child.

- Play and Shine will operate between the hours of 7.30am and the start of school, additionally the end of the school day and 5.30pm. All children must vacate the premises by 5.30pm.
- If the parent/carer agrees to abide by all the terms and conditions including the level of fees and arrangements for payment, they are required to complete and sign this document in all the relevant areas. You will then have an account set up on IRIS plus pay.
- For fair and transparent process, places will be offered 'first come, first served' basis.

I hereby consent for my child to take up a place in Play and Shine, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Print

Name:.....

Signature:.....

.....

Date:.....

.....

Registration Form

Child's Full Name: _____

Preferred name if different from above: _____

Date of Birth: _____

Gender: _____

Parent/Carer Contact Details

Priority 1 Contact Name: _____

Full Address: _____

Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**

Priority 2 Contact Name: _____

Full Address: _____

Telephone Numbers:

Mobile: _____ Landline: _____ Work: _____

Do you have the following:-

Parental responsibility for the child: **Yes / No**

Legal Access: **Yes / No**

Additional Emergency Contact Details: _____

Names of Persons Authorised to collect your child (including contact numbers):

1) _____

2) _____

3) _____

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

Other Allergies (eg. plasters)

Do you consent to the following: -

Face Painting **Yes / No**

Watching PG Films **Yes / No**

Any Other Relevant Information: _____

I confirm that the information given above is correct and I will notify Play and Shine staff if any of these details should change.

I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for my child and have their consent before sharing their personal data as set out above with St Helen's CE Primary School for this purpose.

Print

Name:.....

Signature:.....

Date:.....

Emergency Medical Treatment Form

Child's Name: _____

Date of Birth: _____

Doctor's Name: _____

Doctor's Telephone Number/Address: _____

Detail of any Medical Conditions: _____

Details of any current medication: _____

In the event that my child is involved in a serious incident while at the club, I expect the Manager, or a delegated member of staff, to contact me immediately on the emergency contact numbers provided on the registration form.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Print

Name:.....

Signature:.....

.....

Date:.....

.....

Advanced Booking & Attendance Patterns

All regular bookings must be made in advance on the school's payment and booking system – IRIS Plus pay. The number of places are limited and will be allocated on a first come, first served basis. Sessions will be made available during the last week of term for the following half term. Parents will be notified by email and/or text when booking is live on IRIS Plus pay.

All bookings must be made at least 1 week in advance, by 3pm on the Friday before. Emergency or short notice bookings (following the Friday 3pm deadline) can be made if there is an available place; However, this will incur a £5 charge per child, per booking and must be done by contacting the school office. The school office staff will then enter the booking on IRIS plus pay on your behalf. Payment must then be made in advance of the session. Monies are non-refundable on sessions booked.

To enable the school to plan the number of places available, food and staffing ratios, please complete the section below. Please note this is only a guide for the school and does not guarantee your child a place in the club. Places are only guaranteed by booking the slot in advance on IRIS Plus pay.

Child's Name: _____

Please circle the days which provision you are likely to require.

Breakfast Club

Monday	Tuesday	Wednesday	Thursday	Friday
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After School Club

Monday	Tuesday	Wednesday	Thursday	Friday
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Shift Patterns

If you work a shift pattern which specify below;

If you have any questions or comments please get in touch with Mrs Smith, School Business Manager.