



Dear Parents,

As we come to the end of the school year of Gatehouse Childcare, we need to update our records to make sure we have your present contact details so could you please complete and return the new contact form listing as many contact numbers as possible which is attached.

We also need to know if there will be any changes in the days or times which your child/children will be attending.

➤ PLEASE TICK RELEVANT BOXES

SESSION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	AD HOC
BREAKFAST 7.30-8.50 (OR ANY PART) £4.25						
AFTER SCHOOL 3.20-4.30 (OR ANY PART) £4.00						
AFTER SCHOOL 3.20-6.00 (OR ANY PART) £8.00						

➤ CHILD'S NAME: AGE:
 AGE:
 AGE:

➤ I WOULD LIKE TO PAY FEES WEEKLY/MONTHLY/HALF TERMLY (PLEASE CIRCLE)

Signed:

Printed Name:

Medical and home/contact details

Child's name: Date of Birth:

Age: Ethnic Origin:

Home Address: Home Telephone Number:

.....

.....

Doctor's name: Doctor's Telephone Number:

Doctor's Address:

.....

Known Medical conditions:

.....

Allergies:

.....

Current Medication:

.....

Special dietary requirements:

.....

Any SEN Needs:

.....

Contact Numbers (Please give all available telephone numbers in case of emergency)

Parent / Guardian name:

Mobile telephone number:

Work telephone number:

Home telephone number:

Contact name: Contact name:

Mobile telephone number: Mobile telephone number:

Work telephone number: Work telephone number:

Home telephone number: Home telephone number:

Emergency Medical Treatment Permission

I/We consent to any emergency medical treatment required by my child/children during Gatehouse Childcare activities in case of my/our unavailability.

Signed:

Parent/Guardian Contract

I/We agree to pay my/our child's/children's fees via parentpay, in advance or at the point of sale.

I/We agree to give as much notice as possible when removing my/our child/children from this facility.

(I/We understand that this is because there are limited spaces and costs need to be met by the facility)

I/We understand that the Breakfast club will run from 7.30-8.50 and that if my/our child is late, or that I/We only require part of this session, I/we will still be required to pay the full session fee of £4.25. Also if my/our child/children does not need the place but we do not inform the staff we will be required to pay the fee as other children may have been able to take the space.

After-School Club will run from 3.20-6.00 and will be charged in a two-tiered system.

3.20-4.30pm will cost £4.00 and that if my/our child/children are late, or that I/we only require part of this session, I/we will still be required to pay the session fee. Also if my/our child does not need the place we do not inform the staff, we will be required to pay the fee as other children may have been able to take the space.

3.20-6.00pm will cost £8.00 and that if my/our child/children are late, or that I/we only require part of this session, I/we will still be required to pay the £8.00 session fee. Also if my/our child does not need the place be we do not inform the staff, we will be required to pay the fee as other children may have been able to take the space.

If I/we do not pay our fees, I/we understand that my/our child's/children's place will cease.

Continuous bad/unruly behaviour will not be tolerated and my/our child/children may be excluded.

I/we agree to inform the Playleader of any medicines and allergies that my child/children may take or have (please refer to Partnership with Parents).

I/we will also inform you of any holidays that we are going to take.

Should I/we use the After School Club, I/we agree to pick my/our child/children at 6.00pm. If I/we are late, I/we understand that a charge will be made for up to every half an hour that I/we are late.

(I/We understand that this is to cover the wages of two members of staff for their overtime).

Signed: &

Print name: &

Date:

WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

Policy on Partnership with Parents

Gatehouse Childcare recognises that working in partnership with parents is of major value and importance to the provision in enabling it to provide a happy, caring and stable environment for children and their parents.

The provision should aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

The list below shows ways in which the provision should try to achieve a strong working partnership with parents:

- A member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times;
- Information provided by parents about their children will be kept confidential and treated on a strict need-to-know basis;
- Information regarding the children's activities is always available to parents on a daily basis by verbal communication;
- If the provision has any concerns about the child's well-being, every effort will be made to contact the parents or their emergency contact;
- Parents are requested to keep the provision informed of any changes to personal circumstances, which may have an effect upon a child, e.g. change of address, telephone, doctor, emergency contact.

Parents are also requested to keep the provision informed of any circumstances which could have an effect on a child's emotional wellbeing, e.g. bereavement, separation or illness in the family.

If your child's behaviour becomes unacceptable and spoils the enjoyment for others attending the club, we will follow the school's behaviour policy which can be found on our website. Three warning notification letters will be sent if a child's behaviour continues to be unacceptable, then we will ask you to remove them from the setting.

Contact details for Gatehouse childcare:

Here is a contact mobile number if you should need to contact us to let us know you are going to be delayed picking your child up.

Please leave a message if we don't answer or leave a text message.

01626 862605 (school office in school time)