



Email:
thegreenfieldclub@yahoo.co.uk

Website:
www.greenfieldclub.co.uk

The Greenfield Centre
Park Avenue
Winterbourne
Bristol
BS36 1NJ
01454 777604

Out of School, In Service Days and Holiday Play Scheme

(Reg. Charity No. 1087674)

w/c May 6th 2017

Re: Term time Allocated Place

Dear Parent/Carer,

If your child already has an allocated term time place with us, please see Sian or Elaine at Club to book again for September 2017-July 2018. If you are a current user you will not be asked to provide a new membership form but to check your details against the Club records and pay the annual fee of £25 per child. You will also be asked to give any changes to your address or contact numbers and agree to the terms and conditions of your allocated place. For new September starters, your first invoice amount will be emailed to you on or before August 15th to pay for September in advance (and September 15th for October starters and so on)

For newcomers/parents applying for a place for a new child please note that we must have a membership form and an allocated places form from you, so please complete and return the attached forms for September 2017 - July 2018.

The Allocated Places Form is a contract which guarantees your place/s, providing the specific criteria is met and the Club has space. Any changes or cancellations must be communicated using the appropriate form. Four weeks paid notice of any changes or cancellations must be made.

Children join us throughout the year and especially around September. It is therefore imperative that the following timetable is adhered to, to help guarantee your place/s-

1. Return the enclosed paperwork- Membership Form, Allocated Places Form and Standing Order Form (plus for children starting Reception Class in September 2017, the additional Play Diary information sheets which will be handed to you when you visit us) by the deadline of **Monday July 10th at the latest**, along with the annual membership fee of £25 per child.
2. On receipt of the enclosed forms our Club Manager Sian Pumford will allocate places based upon a first-come, first-served basis.
3. Payment for a term time Allocated Place must be made **in advance** by **standing order or childcare vouchers**.
4. All monthly payments for allocated places **must be made in advance**.
5. For parents/carers who wish to use our **term time ad hoc booking system**, the ad hoc forms for September, October and November 2017 can also be found in this pack. You will need to pay your membership fees by **Monday July 10th** and all childcare fees in advance.
6. **Holiday Club booking** packs (activity programmes, newsletters and booking forms) are available on our website around 4 weeks in advance with the booking deadline being two weeks before the Holiday Club starts. Payment is also due in advance for Holiday Club and can be paid by cash (exact amount please) or by using childcare vouchers. **Please note we no longer accept cheques.**

You will be contacted shortly after the deadline if you have NOT been allocated a place. The reasons for this may include being an outstanding debtor, incomplete forms, no membership fee or being one of the last parent/carers to return the forms.

Mrs Justine Tipling

Management Committee Chairperson

(On behalf of the Management Committee)



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Application for Membership- 2017/2018

All children who attend **must** be registered with the Club & pay an annual REGISTRATION FEE of **£25 per child**
Please tick & date here to let staff know your payment method: Cash Childcare Vouchers Bacs Cheque
Date paid: _____

Child's full name:

Address:
Postcode:
Please tell us where the child normally lives/living arrangements:

Home telephone number:

Email address:

Emergency password- (You may give this to a designated person to collect your child in an emergency. You must inform us if this is the case)

EMERGENCY PASSWORD:	
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Date of birth:	Age:
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Please tick Male: <input type="checkbox"/> Female: <input type="checkbox"/>	School attended/due to attend:
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Class name:	Have you been signposted to us from Children's Playlink? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is this a specialised school for behaviour/special needs? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has your child been allocated funding for a 'Buddy' to support them in their play? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If your child is in the Early Years Foundation Stage (in Reception Class) please inform us of their other EYFS carers (for example childminder or Nursery), their address or telephone number & state whether they are previous or current:

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Parent/Carer name: (Please circle)	Relationship to Child:	Address:
		Daytime telephone number(s):

Parent/Carer name: (Please circle)	Relationship to Child:	Address:
		Daytime telephone number(s):

Parent/Carer name: (Please circle)	Relationship to Child:	Address:
		Daytime telephone number(s):

Person(s) who will **collect** child in **ADDITION** to Parents/Carers: (Only the **named** persons below may collect your child, unless we are contacted by the parent with custody of the child, to make an alternative arrangement)

We recommend that you add as **many** names as you can for contingency purposes.

Name:	Relationship to Child	Name:	Relationship to Child

Person(s) **NEVER** to collect child:

Name:	Relationship to child:	Name:	Relationship to child:

Please give details of any custody/residency orders in place relating to this child. We can only refuse a parent's right to collect their child if we have Court Papers to demonstrate any custody or residency orders so please provide us with a copy of any relevant paperwork.

Who has legal parental responsibility of the child?

Doctor's name:

Doctor's address:

Postcode:

Telephone number:

Please add any additional information you feel we should know about your child:
(Please discuss any additional needs with your child's Key Worker or the Manager)

Dietary Requirements:	
Health/Medical:	
Special Educational Needs (including behaviour)	
Religious/Cultural:	
Other: (Family, food likes & dislikes, phobias, interests & hobbies)	PLEASE TELL US MORE ABOUT YOUR CHILD TO HELP US SETTLE THEM IN AND TO ENSURE THAT THEY ARE HAPPY IN OUR CARE.

Emergency Contacts

Parents/Guardians will be contacted first in the event of an emergency.

Please give at least two **ADDITIONAL** emergency contacts who are **ABLE** to collect your child in an emergency.

Please **DO NOT** add a name of someone aged under the age of 18 years old.

Full name of emergency contact	Relationship to child	Telephone number	Telephone number
1.			
2.			
3.			

Consent

Please ensure that you complete the tick boxes for ALL consents. Consent no.1 relates to staff acting as a proxy parent on your behalf.	YES	NO
I authorise the staff of The Greenfield Club to sign any written form of consent required by the hospital authorities, if the delay in getting my signature is considered by the Doctor to endanger my child's health.		
I consent to my child taking part in hand/face painting . The Club shall inform parents of such activities at the time.		
I consent to my child being photographed for their paper Play & Learning Diary & online Tapestry online learning journal (Reception children only), Club Photo books and displays inside the Club.		
I authorise the staff of The Greenfield Club to help my child with putting on their sun cream		
I give consent for photos of my child playing in group situations being used in Play & Learning Diaries (both paper and online versions) belonging to others . I understand that each Reception Class child's Play & Learning Diary may be taken home to share with their parents/carers and shared with their School		
I consent to my child being photographed for The Greenfield Club Facebook Page .		
I consent to my child being photographed for The Greenfield Club website and for marketing and advertising purposes (No names shall be put alongside photos)		
I understand that The Greenfield Club staff team may to take my child to the park at the end of The Greenfield Centre car park. (I understand that there will be a sign on the door to inform me if the children have been taken there)		
I understand that The Greenfield Club will contact me via my given e-mail address for non-urgent issues such as promoting Holiday Club, Newsletters and discussing other matters relating to my child's play and welfare (This helps us as a charity, to keep costs to a minimum and in turn, keep your childcare fees as low as possible)		

<u>The Greenfield Club Play Schemes that I may use in the future are:</u>	Breakfast Club (Elm Park children only)	After School Club (Elm Park & St Michael's)	School Holiday Play Scheme (all welcome)	Inset Days (Elm Park)
(Please tick)				

TERMS & CONDITIONS

The Greenfield Club is registered with Ofsted. We are therefore obliged to follow the relevant Safeguarding (Child Protection) Procedures to report any concerns we have about the children in our care.

The Greenfield Club has a Complaints Policy and Procedure. I understand that any concerns will be brought to the attention of the Manager immediately and that if this does not result in a successful conclusion then an official complaint must be made in writing.

- If my child goes on a supervised trip I will be expected to sign the booking form hence providing consent for the outing.
- I understand that The Greenfield Club cannot be held responsible for any possessions or valuables belonging to the children, whilst they are attending the Club.
- I agree to abide by the rules and regulations of the Club's Policies and Procedures. I understand that all of the Policies & Procedures are available upon request.
- I shall inform the Manager of any changes to the Membership details ie- address, contact numbers etc and any other relevant issues regarding the care and welfare of my child (medical details, custody issues etc)
- I understand that withholding any information about my child's development or needs may lead to their place being **withdrawn** from the Club.
- **I understand that any changes to my child's allocated place (permanent term time place) should be given to Staff to pass onto the Bookkeeper. This should be in the form of an Amendments & Cancellations form.**
- **I understand that FOUR weeks paid notice must be given for cancellation of an allocated place.**
- **I understand that I am expected to work alongside The Greenfield Club by informing staff/my child's Class teacher of any changes to my child's attendance.** (For example, informing staff in good time if my child will not be attending Club, if they are attending an after School Club at Elm Park or if they are returning after a break)
- I understand that the Club Staff shall collect the **Reception Class children** from their Classes whereas other children must make their own way to the School hall (Elm Park) or entrance foyer (St Michael's).
- I understand that this Membership Form must be completed as fully as possible and updated when any of the relevant information changes. **Any information on previous forms shall be replaced by this form.**

Parent/Carer 1: Signature: _____ Date: _____

Parent/Carer 2: Signature: _____ Date: _____

Parent/Carer 3: Signature: _____ Date: _____



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Allocated/Regular Places Form (September 2017 - July 2018)

Please mark which days you would like to request for an allocated term time place, starting from Thursday 1st September 2016/the first day back to school.

- Completion of this form means that you are guaranteed these places throughout each term, unless notified otherwise.
- You must complete an Amendments & Cancellations form to make any changes and FOUR WEEKS paid notice is needed to cancel an allocated place.
- As your place / places are guaranteed, they must be paid for whether or not your child/children attend.
- **Payment must be made in advance by bacs (please use your child's name as the reference) or childcare vouchers.**

For any other term time attendance please use our ad-hoc monthly booking forms- Payment must also be made in advance for ad-hoc bookings.

Please tick the appropriate boxes below-

	MORNING	AFTER SCHOOL
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Payment by Standing Order	Payment by Childcare Vouchers
Firm Booking	Provisional Booking
If you have ticked 'provisional booking' then your firm booking must be made by Friday 4 th August by emailing Sian (Manager) thegreenfieldclub@yahoo.co.uk	

Name(s) of Child (Children): _____

Date/s of Birth: _____ Age/s of child/ren (as from 1st Sept 2017): _____

Start Date: _____ First Session Attending (Breakfast/After School) _____

School: _____

Name of parent/carer: _____ Signature: _____

Date: _____ Address: _____

Telephone number: _____ Email Address: _____

Please tick any of the following statements that apply:

- I shall be using the ad-hoc booking system
- I have a 4/5 year old child who will be starting Elm Park/St Michael's School in September 2017
- I have a 3/4 year old child who will be applying for Elm Park/St Michael's School in September 2018
- I have a child who will be attending Summer Holiday Club 2017
- My child shall NOT be attending as from September 2017
- My child shall NOT be attending as from September 2018 as they will be starting Secondary School

Message to Manager (thegreenfieldclub@yahoo.co.uk)

(Sian produces the registers; would like to know your child's start date/session and what Elm Park after school clubs they attend etc. Sian & the team will invoice you for your Membership fee, Allocated place (term time care) and all adhoc and holiday club bookings-

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Amendments & Cancellations Form
(For an Allocated/Regular Term Time Place)



Please use this form to request any future changes or cancellations to your child's allocated place.

- Please mark which days you would like to change/cancel.
- Completion of this form means that you are changing/cancelling your guaranteed place/s.
- Four weeks' notice of any change is required. Charges shall continue for four weeks from receipt of this form.

CHANGING FROM AND TO:

Changing from	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Changing to	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

CANCELLING:

Cancelling	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Date of last session on 'Changing From' table: _____

Date of first session on 'Changing To' table: _____

Date of last session being cancelled: _____

Further notes:

Name/s of Children:
Date/s of Birth:
Age/s on Friday 1 st September 2017:
Name of parent/carer:
Home Address:
Email address:
Telephone number:
Signature:
Date:

Ad hoc Booking Form



Month: September 2017

Please tick your requested sessions & make payment immediately once you have received the emailed invoice

PLEASE NOTE THAT ALL SCHOOL INSET DAYS HAVE NOT YET BEEN RECEIVED

Date:	Breakfast Club (£4.65)	After School Club (£10.95)
Friday 1st		
Monday 4 th		
Tuesday 5 th		
Wednesday 6 th		
Thursday 7 th		
Friday 8 th		
Monday 11 th		
Tuesday 12 th		
Wednesday 13 th		
Thursday 14 th		
Friday 15 th		
Monday 18 th		
Tuesday 19 th		
Wednesday 20 th		
Thursday 21 st		
Friday 22 nd		
Monday 25 th		
Tuesday 26 th		
Wednesday 27 th		
Thursday 28 th		
Friday 29 th		

Name/s of Children:				
Date/s of Birth:				
Name of parent/carer:				
Home Address:				
Email address:				
Telephone number:				
Please circle payment type:	BACS	Childcare Vouchers	Cash (exact amount)	Cheque
Signature:				
Date:				

Ad hoc Booking Form



Month: October 2017

Please tick your requested sessions & make payment immediately once you have received the emailed invoice

PLEASE NOTE THAT ALL SCHOOL INSET DAYS HAVE NOT YET BEEN RECEIVED

Date:	Breakfast Club (£4.65)	After School Club (£10.95)
Monday 2 nd		
Tuesday 3 rd		
Wednesday 4 th		
Thursday 5 th		
Friday 6 th		
Monday 9 th		
Tuesday 10 th		
Wednesday 11 th		
Thursday 12 th		
Friday 13 th		
Monday 16 th		
Tuesday 17 th		
Wednesday 18 th		
Thursday 19 th		
Friday 20 th		
Monday 23 rd	October Holiday Club	
Tuesday 24 th	Please use a Holiday Club Booking Form	
Wednesday 25 th		
Thursday 26 th		
Friday 27 th		
Monday 30 th		
Tuesday 31 st		

Name/s of Children:				
Date/s of Birth:				
Name of parent/carer:				
Home Address:				
Email address:				
Telephone number:				
Please circle payment type:	BACS	Childcare Vouchers	Cash (exact amount)	Cheque
Signature:				
Date:				

Ad hoc Booking Form



Month: November 2017

Please tick your requested sessions & make payment immediately

PLEASE NOTE THAT ALL SCHOOL INSET DAYS HAVE NOT YET BEEN RECEIVED

Date:	Breakfast Club (£4.65)	After School Club (£10.95)	
Wednesday 1 st			
Thursday 2 nd		+£1 Bonfire Night- Sparklers and fireworks	
Friday 3 rd			
Monday 6 th			
Tuesday 7 th			
Wednesday 8 th			
Thursday 9 th			
Friday 10 th			
Monday 13 th			
Tuesday 14 th			
Wednesday 15 th			
Thursday 16 th			
Friday 17 th			
Monday 20 th			
Tuesday 21 st			
Wednesday 22 nd			
Thursday 23 rd			
Friday 24 th			
Monday 27 th			
Tuesday 28 th			
Weds 29 th			
Thurs 30 th			
Please use a December form			
Name/s of Children:			
Date/s of Birth:			
Name of parent/carer:			
Home Address:			
Email address:			
Telephone number:			
Please circle payment type:	BACS	Childcare Vouchers	Cash (exact amount) Cheque
Signature:			
Date:			