



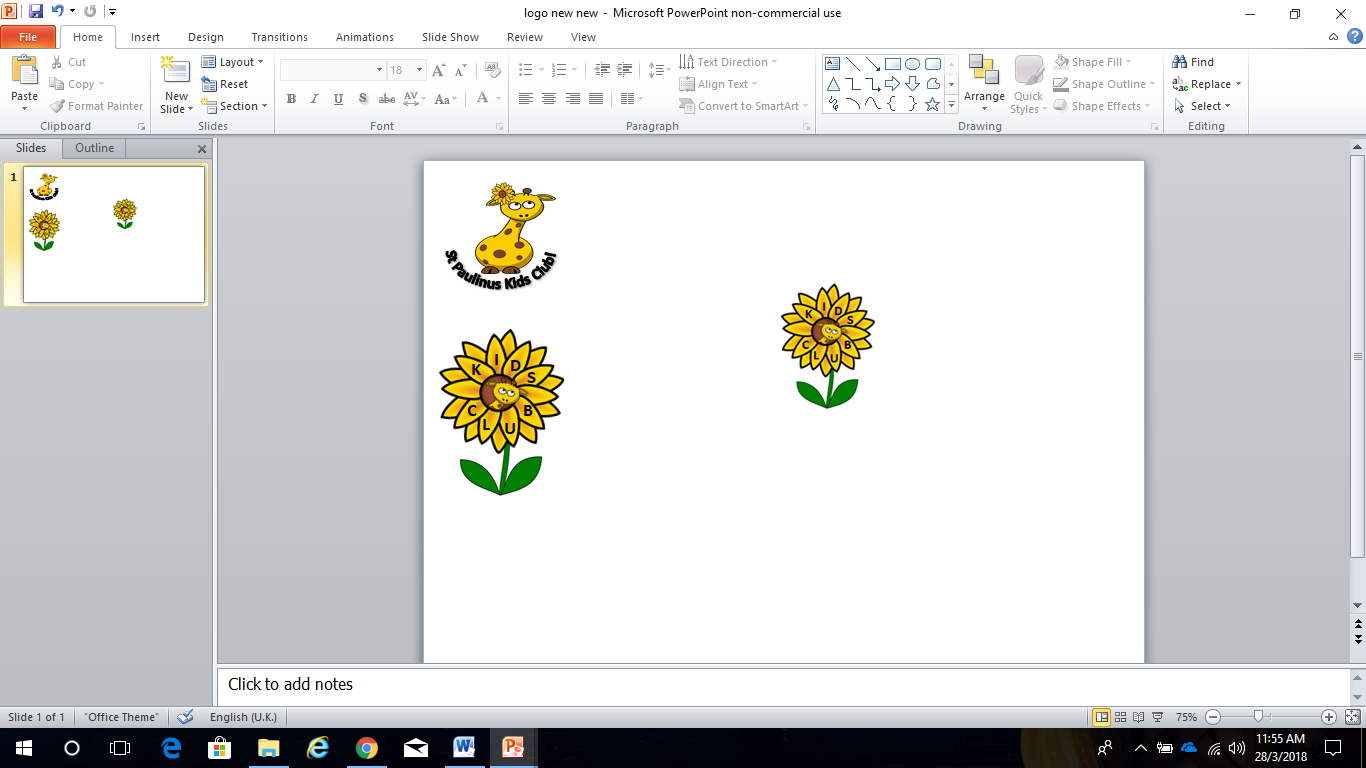
**St. Paulinus Kids Club!**



**Registration Pack**

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**Facebook: @stpaulinuskidsclub Email:** [**shiressara05@gmail.com**](mailto:shiressara05@gmail.com) **Web:** [**www.stpaulinuscps.org.uk/kids-club**](http://www.stpaulinuscps.org.uk/kids-club)

**St. Paulinus Kids Club!**

*‘Providing reliable care for your precious little ones’*

**Welcome!**

Welcome to St. Paulinus Kids Club! We are a non-profitable, fully Ofsted registered childcare providers based in the school grounds of St. Paulinus Primary School. We offer care for all children from the ages of 4 – 16 from any school in the district. At the moment due to Covid 19, I am unable to offer this service to pupils who do not attend our school.

As we are located within the school grounds, we have access to different areas around the school including: the school hall; the dance studio; the library; the playground; the school fields; the secret garden and also the school’s animal enclosure. We also have our own secluded outdoor play area with decking, grass and a planting area for the children to enjoy.

**Collection of children:**

St Paulinus Kids Club promises to provide a safe and secure environment for all children at all times. All entrances and exits are secure and the main school entrance is the only one used by us. Parent/ carers must ring the outdoor bell on the gate on the main road outside school which rings the Kids Club bell in the hall where a member of staff will identify the parent/ carer. DUE TO COVID 19 children will be escorted to the bottom gate and handed to the person collecting them. If Kids Club staff do not recognise an individual who has come to collect a child then Kids Club staff **will not** allow that individual to take the child unless the child’s parent/ carer has given permission and has given a **password** to the individual.

**Outside Agencies:**

St Paulinus Kids Club is fully registered with Ofsted and complies by their standards of childcare. We liaise with Sure Start settings and other schools around the area too. We also have a childcare development coordinator from KEYS, Gillian Haigh, who makes regular visits and has regular meetings with staff about our care.

**Meet the Team!**

|  |  |
| --- | --- |
| Sara Shires (Directing Manger) | Level 3 Play Work  HND Business & Finance |
| Rachael Shaw (Deputy Manager) | Level 3 Play Work |
| Lauren Hanson  Rachel Greenough | Level 3 Nursery Nurse  Playworker & Social Care Level 3 |
| Lisa East | Catering Manager |
| Danny Thomas | Playworker / Fitness Support |
|  |  |
| Lisa Hemmingway (Treasurer) | Level 3 Play Worker |
| Jacob Shires (Play Worker) | Level 1 Sports Leadership |

All staff/ volunteers are fully DBS checked before they are allowed access in to the setting to work with our children.

**Opening Hours/ Pricing:**

|  |  |
| --- | --- |
| **Term Time:** | **School Holidays:** |
| Morning session – 7am -8:50am. Includes breakfast **(£8 per child)**  Afternoon session – 3pm – 5.30pm clean down 6pm. Includes teatime snack **(£11 per child)** | All day childcare 7:30am-5:30pm.  Includes breakfast and teatime snack **(£29 per child)** |

**Late Charges:**

If you arrive later than the collection time stated previously in either term time or school holiday time, then you will incur a **£5** late charge for every **15 minutes** that you are late after the set closing time. We are unable to accept children outside of these set opening times as we are solely insured for the children between the hours of 7am and 6pm. This applies to all late collections of children.

**Payments:**

We accept many types of payments, including: cheque, cash, standing orders, bank transfers and childcare vouchers. Fees are payable weekly or monthly depending on your preference. Our bank details for payments are as followed:

HSBC - St Paulinus Kids Club

*Account Number* **–** 01619586

*Sort Code*– 40-19-17

Please note: arrears will result in termination of child’s place.

NO CASH PAYMENTS TAKEN IN SCHOOL – BANK TRANSFER ONLY

**Policies and Procedures:**

We follow a series of Policies and Procedures to ensure all our staff and children are safe at all times. The Policies and Procedures file is available for parent/ carers to read and access at all times. Including:

* Behavior Policy

St Paulinus Kids Club **will not** tolerate disruptive or inappropriate behaviour of any kind and has the right to exclude with immediate effect any children who puts themselves, the staff or any other child’s safety at risk.

* Medication Policy

St Paulinus Kids Club **will not** administer medication of any kind other than inhalers without parental consent (except in cases where an allergy has occurred). If your child does require medication of any kind, please inform Sara Shires (Director) or Rachael Shaw (Deputy Manager) and fill out a medication form.

* Accident Policy

Should your child have an accident whilst attending St Paulinus Kids Club, then a certified member of staff will administer appropriate first aid on them. An accident form will also be filled out immediately stating full details of the accident that has occurred. This form will then be filed and stored within the accident file at work (copies can also be made for home too if necessary).

**Communication with School:**

We also have a duty to report any concerns or suspicions of any child in our care to the head teacher of St Paulinus Primary School, Miss Sophie Hayes, and to Social Services (Children’s Act 1989) at Kirklees Safeguarding Children’s Board (KSCB).

**Confidentiality:**

Please note that all information given to us in this registration pack is confidential. If any details change then please notify Sara or Rachael immediately to ensure we always have up to date details for your child.

(The following sections of this registration pack need completing and handing back into Sara Shires or Rachael Shaw **before** your child can begin attending St Paulinus Kids Club.)

**Parental Contract:**

This parental contract is between St Paulinus Kids Club and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer) concerning the personal care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child) who will be attending St Paulinus Kids Club on the following sessions: (Please Tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUES** | **WED** | **THURS** | **FRI** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

The weekly childcare fee will be £ \_\_\_\_\_\_\_\_\_\_\_\_\_ and this will be paid by the parent/ carer via their preferred payment preference.

[Full fees still apply for none-attendance] please tick as required above.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer’s name) agree to follow and respect the St Paulinus Kids Club terms set out in this pack and agree to pay the payments outlined above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Parent/ Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct/ Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrolment Form:**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnic Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mothers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do both parents have parental guardianship of the child? Yes □ No □

Do both parents have legal contact with the child? Yes □ No □

Who does your child live with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surgery Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any allergies? Yes □ No □

If yes please state what: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any special dietary requirements: Yes □ No □

If yes please state what: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have asthma? Yes □ No □

If yes, please provide an inhaler to the staff at St Paulinus Kids Club (unless they carry their inhaler with them at all times).

Does your child have any long term medical conditions? Yes □ No □

If yes, please state what: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Details:**

Please provide contact details in case of emergency:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to child: \_\_\_\_\_\_\_\_\_\_\_\_

No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to child: \_\_\_\_\_\_\_\_\_\_\_\_

No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other individuals authorised to collect your child:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Relation:** | **Phone Number:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Parental Consent Form:**

*Please sign and tick below where necessary.*

* I agree to my child having their photo taken for the following:

|  |  |
| --- | --- |
| Kids Club Displays: Yes □ No □  Local Papers: Yes □ No □ | Scrapbooks: Yes □ No □  Facebook/Social Media: Yes □ No □ |

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission for my child to leave the school premises for trips Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission to allow St Paulinus Kids Club staff to apply plasters when needed - Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission to allow St Paulinus Kids Club staff to apply sun-cream when needed - Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission to St Paulinus Kids Club staff to administer Children’s paracetamol (calpol) to reduce their temperature - Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission to St Paulinus Kids Club to give emergency first aid on my child or give medical advice if deemed necessary - Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I give permission to St Paulinus Kids Club staff to clean and change my child if they should require assistance - Yes □ No □

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**All About Me!**

**My Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Favourite Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Favourite Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Favourite Toy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| *Draw a picture of your family ☺ (you can include pets)* |