

Broadstone Hall Primary School

The HUB Registration Form 2023-2024



PLEASE READ INFORMATION NOTES BELOW ON TIMES /COSTS/ POLICIES BEFORE APPLYING.

DETAILS OF PARENT / GUARDIAN /AUTHORISED PERSON TO PICK-UP

| | | | |
|-----------------------------------------------|---|---|---|
| NAME | 1 | 2 | 3 |
| ADDRESS (Include postcode) | | | |
| EMAIL | | | |
| HOME TEL. | | | |
| WORK | | | |
| MOBILE | | | |
| PASSWORD REQUIRED FROM ALL PARTIES ON PICK UP | | | |

THE HUB

FULL SESSION = 3.15pm to 6.00pm

PART SESSION = 4.30pm to 6:00pm

| | | Sessions - Please tick the sessions you require | | | | | | | | | | | | | | |
|-------------|-------|-------------------------------------------------|------|------|---------------|------|------|---------------|------|------|---------------|------|------|---------------|------|------|
| | | MONDAY | | | TUESDAY | | | WEDNESDAY | | | THURSDAY | | | FRIDAY | | |
| CHILDS NAME | CLASS | BREAK FAST | FULL | PART | BREAK FAST | FULL | PART | BREAK FAST | FULL | PART | BREAK FAST | FULL | PART | BREAK FAST | FULL | PART |
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |

CHILDCARE VOUCHERS - if you use these please state your provider

NOTES

- The Out of School Hours Clubs are only open to children of Broadstone Hall Primary School, for term-time care. Children must be at least 4 years old and in Reception Class.
- Fees for places are Breakfast club - £3 7.45am-8.45am session, After school - £12 for 3.15pm – 6pm session, £11 for siblings, £8.00 for 4.30pm – 6pm session, £7 for siblings.
- Fees are payable monthly **IN ADVANCE by Parentpay or Childcare Vouchers** only. No credit is given for absence(s). Payments should be made on the 1st of the month. Booked places and extra charges (e.g. for Late Fees or Extra Ad-hoc sessions) are charged to your account each month.
- Administration Fees will be charged to your account when we have to initiate the debt collection policy **£10.00** for initial reminder letter (**14 days after statement**), **£20.00** for second reminder letter (**28 days after second letter**), **£20.00 (42 days after second letter)**, for third and final reminder. At this stage your place is at risk and may be withdrawn. Your debt maybe referred to a third party debt collector, all costs associated with recovering the debt, as well as any interest due on the debt, will be added to your account.
- The cost of places is subject to review/change by notice of the governing body.
- Place confirmation letters will be issued when a place has been allocated.
N.B. Places are not guaranteed until you have received confirmation from school.
- 4 weeks notice (term time not holiday time) is required, in writing, for cancellation of one or more places, by either parties.**

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CONFIRMATION LETTERS FOR REQUESTED PLACES WILL BE SENT OUT BY FRIDAY 28th July 2023.

CONSENT & INDEMNITY FORM

I give consent for Broadstone Hall staff to act on my behalf in an emergency with respect to the child(ren) named overleaf. I confirm that I have parental responsibility/legal guardianship of the child(ren) on this form.

N.B. If for any reason a particular adult by law is not allowed to collect your child then please ensure that the staff are made aware in writing.

We will adhere to the comprehensive set of policies, standards and procedures set by the governing body which are all available to view on the school website.

Children will be provided with a light healthy snack and drink each day at each session.

MEDICAL INFORMATION (Details of Doctor):

| | |
|------------------|--|
| Name: | |
| Address: | |
| Tel. No.: | |

Please give brief details of any medical information/regular medication/ allergies/dietary restrictions, etc.

| |
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| |
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- **Is/Are the child(ren) fully immunised? YES / NO**
- **If my child requires medication then the medication form available on the school website or from staff will need to be completed.**
- **Please indicate here if you have an objection to The Hub publishing photographs of your child on the website. All photos will be anonymous and will be consistent with our school safeguarding policy.**

CODE OF CONDUCT

By accepting a place for my child(ren) at Broadstone Hall I agree to abide by the following code of conduct. N.B. Repeated failure to follow this code of conduct will mean that your place(s) may be withdrawn.

1. I agree to pay for my child place(s) one month in advance, due on the first day of the calendar month.
2. I agree to treat all the dedicated staff with courtesy and if I have any complaints I will take these to the Hub Manager and if not satisfied with the response I will submit them in writing following the normal school complaints procedure.
3. I agree to give reasonable notice to the Hub Manager when my child is not going to be attending their normal place.
4. I agree that on signing-out of my child(ren) from The Hub they are back in parental care.
5. I agree to contacting the Hub Manager if I am going to be delayed in picking up my child(ren) and I understand that a Late Fee will be imposed (**minimum of £5 per 10 minutes of lateness**) to cover the cost of staff remaining behind.
6. I understand that my child's place(s) can be withdrawn at any time if any member of the Staff or Management feels that they are being intimidated by a parent/carer of a child.
7. I accept that it is my responsibility to pay my fees and keep track of my account. If my account gets too far in arrears, I will incur administration fees, in accordance with the Broadstone Hall School Debt Collection policy.

| | | | |
|-----------------------------|--|-------------|--|
| Signed(Parent/Carer) | | Date | |
| Name | | | |