



**Porthcawl  
Contract  
Terms and Conditions**

Name of child: ..... Date of application:.....

**After School Club**

3.30pm – 4.30pm @ £4.50 per session

3.30pm – 5.30pm @ £6.00 per session

Occasional session @ £7.50

The registered persons agree:

- To ensure that Reception, Year 1 and Year 2 children are collected from their respective classrooms, under supervision, at 3.30pm.
- To ensure that Year 3, Year 4, Year 5 and Year 6 children are collected from the assembly point, under supervision, at 3.30pm.
- To deliver each child to an adult who has been identified on the admissions form, at the end of each session.
- To check which children, registered with 'Time Out' are absent from school each day.
- To take account of any special dietary needs each child may have.
- To treat the child as an individual and to endeavour to meet their specific needs.
- To ensure that parents or guardians are aware of any changes to the club's policies or procedures.
- To provide each child with a cheerful, relaxed and friendly environment where they can have fun and enjoy themselves.
- To ensure that, should a child become ill whilst attending a session, the parent or guardian is informed and the child is placed in a quiet area until the parent or guardian is able to collect the child.
- To act on any complaint under the approved complaint procedure.
- To try and arrange alternative emergency cover should it be necessary i.e. Staff sickness
- To ensure all staff sign and agree to all policies including confidentiality.

The parents or guardians agree:

- To keep the Club informed of any change of address, telephone contacts or doctor's details.
- To inform the Club if the child is sick or is carrying an infectious disease.
- To adhere to an agreed payment method and pay all charges in advance.

Time Out reserves the right to exclude any child from the Club should any of the above terms and conditions not be met.

Time Out reserves the right to close the Club should any unforeseen circumstances arise i.e. Staff sickness, epidemic or insufficient children attending the Club.

In such circumstances every attempt will be made to contact parents and guardians.

I have read, and understood and accept the Club's policies and procedures on the following and agree to abide by them:

- Equal opportunities
- Anti-discriminatory practice
- Health care, behavior and sanctions
- Special needs
- Sickness exclusion
- Medication
- Admission
- Child protection
- Serious disruption
- Complaints

Signed by parent or guardian: .....

Date: .....

Signed on behalf of Time Out Childcare: .....

Date: .....

Contact telephone Number's: Home: 01656 880956  
Mobile: 0776 972 0192

The parent / guardian has registered the above child for the following sessions each week and accepts the costs associated with this level of child care provision:

Session	Cost per session	Monday	Tuesday	Wednesday	Thursday	Friday	Total payable
3.30pm-4.30pm	£4.50						
3.30pm-5.30pm	£6.00						

Occasional Use: £7.50

The parent/ guardian elects to pay as follows: (Please specify one option)

- Fortnightly, in **ADVANCE**
- Monthly, in **ADVANCE**
- Half termly, in **ADVANCE**

Payment should be made by cheque only. (Cash can be accepted for occasional days).

The parent / guardian agrees:

- To pay the total of £..... for ..... sessions each week in **ADVANCE**
- To pay on the due date using the payment method specified above.
- To pay for all booked sessions including those sessions which are not attended by the child e.g. sickness or holidays.
- To ensure that the child is collected promptly after each session.
- To pay a penalty payment of £2 for each 15 minutes or part thereof, for late collection of each child after the close of the session.
- To inform the club if a child will not be attending on a registered day.
- To keep the Club informed of any relevant changes which may affect the child's wellbeing whilst at the Club e.g. Family circumstances, special needs, change of diet.

## **PERMISSIONS FORM**

### **EMERGENCY HOSPITAL TREATMENT**

I give consent for my child ..... to receive emergency hospital treatment, should it be necessary, in my absence.

Signature:

Name in full:

Date:

### **OCCASIONAL OUTINGS**

I consent to my child ..... being taken out of the Club on occasional outings.

Signature:

Name in full:

Date:

### **ROUTINE OBSERVATIONS AND ASSESSMENTS**

I understand and give permission for routine observations and assessments to be carried out by the 'TIME OUT' management team and play workers. I understand that I have full access to these if I require.

Signature:

Name in full:

Date:

### **PERMISSION FOR PHOTOGRAPHS**

To be used for promotional purposes only, no names will be given out.

Signature:

Name in full:

Date:

**CHILD RECORD FORM**  
**PLEASE USE CAPITAL LETTERS:**

Child's name:	
Child's age at the time of registering:	
Date of birth:	
Gender:	
Religion:	
Nationality:	
First Language:	
Date child care to commence:	
Home address:	
Home telephone number:	
Parent/ Guardians name:	
Place of work:	
Work telephone number:	
Mobile telephone number:	
Parent/ Guardians name:	
Place of work:	
Work telephone number:	
Mobile telephone number:	
Emergency contact (Other than parent/ Guardian)	
Names of adults who will be collecting the child regularly.	1. 2. 3.

Doctor's address:	
Doctor's telephone number:	
Immunizations / vaccinations which the child has been immunized against.	Please tick
Diphtheria	
Whooping cough	
Tetanus	
Polio	
Measles	
Mumps	
Rubella	
Hib meningitis	

In confidence please give any other information about your child which you feel the Club should be made aware of so that your child's session at the Club can be happy, secure and trouble free.

Allergies:	
Dietary needs:	
Physical difficulties:	
Likes and dislikes, any fears.	
Signed by parent / Guardian:	
Date:	

## **MANAGEMENT INFORMATION**

'Time Out' St. Clares is managed by Stephen Lambert.

Detailed below is a brief biography.

### **STEPHEN LAMBERT**

Telephone Numbers: 01656 880956 Mobile: 0776 972 0192

Stephen Lambert was self-employed as a plant hire contractor and operated his own business for over 21 years. He has a number of business related skills and has a strong financial background.

He left the partnership in 1999 and joined Black Horse Financial Services where he obtained his FPC1 qualifications in financial advice

He left the world of financial advice to take up a 'post' with the Royal Mail.

He has experience of working in school as a lunchtime supervisor and a learning support assistant.

His qualifications include:

- FPC1 in financial advice.
- CACHE Diploma in Play-work Level three
- First Aid Certificate

Mr Lambert has helped run Beavers and regularly helps out at Friday club held at Ogmores church.

He is married with two sons aged 17 years and 14 years.