



**Cromwell Academy Kids Club  
Booking Form/Declaration 2018/2019**



**Child's name:**

Please indicate which sessions you would like to book for your child in the grid below:

Fees per session: 8.00am – 8.45am = £4.10\* | 3.15pm – 5.00pm = £8.00\* | 3.15pm – 6.00pm = £12.90\*

\*Siblings will receive a 10% reduction on the fees above.

|                  | <b>8.00-8.45am</b> | <b>3.15-5.00pm</b> | <b>3.15-6.00pm</b> |
|------------------|--------------------|--------------------|--------------------|
| <b>Monday</b>    |                    |                    |                    |
| <b>Tuesday</b>   |                    |                    |                    |
| <b>Wednesday</b> |                    |                    |                    |
| <b>Thursday</b>  |                    |                    |                    |
| <b>Friday</b>    |                    |                    |                    |

Please book my child in for the days and times indicated above.

**Changes to days and cancelling your place**

You must give us half a terms written notice of termination of required sessions, or of changes in attendance. We try to accommodate such changes wherever possible.

**Temporary changes**

Please remember that we need to know if your child will not be attending Kids Club for any reason by 12pm on the day. Even if you have informed Cromwell Academy, you still need to notify us as the academy does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please let Helen Goodyear know at the earliest opportunity. In cases of illness, or emergency, when notice cannot be given, please call as soon as you can.

In the instance of parents/carers arriving late to collect their child a charge of **£5.00 per 15 minutes** will be made and added to the following month's invoice. Sessions end at 5.00pm or 6.00pm; you will have stated which session your child is booked in for.

When a child does not attend a session and there has been no communication with us about the absence this will be noted. Should this happen on three occasions in one term, for the same session, then this session may be offered to another family.

**Payment of fees**

Fees are payable in advance by cheque, Parentmail or childcare vouchers. Cheques should be made payable to 'ACES Academies Trust'.

Invoices will be sent at the beginning of each half term and payment should be reach us within 7 days. If parents/carers need more time to pay they can pay 50% in the first 7 days as long as the reminder is paid within the following 21 days (28 days in total).

Tel: 01480 375700 Fax: 01480 420536

[financeoffice@acesacademiestrust.co.uk](mailto:financeoffice@acesacademiestrust.co.uk) Company Registration: 7732319 ACES Academies Trust is a company limited by guarantee



Any amendments or changes to sessions needs to be advised prior to holiday periods so they can take effect from the following half term. An admin fee of £25 will be charged for cancellation/alternations to sessions after the commencement of the half term.

In the event that fees remain unpaid for more than 4 weeks we reserve the right to take legal action for repayment if necessary.

| PARENT/CARER DECLARATION   |              |
|--|--------------|
| <b>I consent for my child to attend Cromwell Academy Kids Club. I understand that the Club has policies and procedures and that there are expectations and obligations relating to both the Club, myself and my child agree to abide by them. I am aware that copies of these policies and procedures are available for my information.</b>      | Yes / No     |
| <b>I give permission for trained staff members to administer first aid as necessary. I understand that a member of staff will telephone one of the emergency contact numbers, starting with the parents/carers as appropriate in the event of a more serious injury.</b>   | Yes / No     |
| <b>In the event of a sudden illness or accident affecting my child, I give permission to the seeking of any necessary advice or treatment and administration of a general anaesthetic to my child.</b>   | Yes/ No      |
| <b>I give permission for my child to be photographed whilst involved in activities at Cromwell Academy Kids Club (photographs will be used for children's records and display purposes only).</b>  | Yes / No     |
| <b>I give permission for my child to be video recorded whilst involved in activities at Cromwell Academy Kids Club (videos will only be shown within the club as part of the children's reflective learning and ICT skills).</b>   |              |
| <b>I give permission for a staff member to consult with and share information with outside agencies where it is in the interest of my child's general development, education or welfare.</b>   | Yes / No     |
| <b>I give permission for my child to take part in food preparation activities at Cromwell Academy Kids Club.</b>   | Yes / No     |
| <b>I give permission for my child to use the internet at Cromwell Academy Kids Club.</b>   | Yes / No     |
| <b>I give permission for my child to watch Universal or PG rated films whilst at Cromwell Academy Kids Club.</b>   | Yes / No     |
| <b>I understand that late payment of fees results in a £10.00 charge and that non-payment of fees may result in my child's place being withdrawn in line with the Payment Policy. I understand that a charge will be made for late collection of my child. Please see the Payment Policy for further information.</b>                            | Yes / No     |
| <b>I will inform a member of staff either in person or by email if my child will be attending any clubs after school on days they are due to attend a session.</b>   | Yes / No     |
| <b>I will inform a member of staff either in person or by email if my child will be absent from a session they are expected to attend.</b>   | Yes / No     |
| <b>I confirm that the information given on the Registration Form is correct and agree to notify the Manager of any changes in details. I understand that the information given is confidential.</b>  | Yes / No     |
| <b>I enclose payment of £10.00 for the annual registration of my child to Cromwell Academy Kids Club. I understand that membership runs from September – July and I must re- register my child for the following academic year if required. I have read and accepted the above conditions for my child attending Cromwell Academy Kids club.</b> | Yes / No     |
| <b>I will make Kids Club staff aware of any allergies or medical issues my child has and update them as necessary.</b>   | Yes / No     |
| <b>Signed -</b>  | <b>Date-</b> |