



LIGHTHOUSE CLUB

Terms and Conditions

(Revised Jan 2018)



LIGHTHOUSE CLUB – TERMS AND CONDITIONS

Revised January 2018

The below Terms and Conditions relate to the Oreston Community Academy Breakfast, After School Club (The Lighthouse Club) and Holiday Club.

Parents/carers must sign the registration form agreeing to these terms and conditions prior to their child attending the Lighthouse Club (LHC). By signing the registration form you are agreeing that you have read and understood all the terms and conditions.

Any queries should be resolved prior to signing the registration form.

Details of Terms and conditions:

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Lighthouse Club Manager. Any changes regarding children from other schools must be given to the LHC/ Holiday Club manager.
3. To access the club, parents/carers and holiday club users must use the green entrance gate and ring the buzzer when they arrive at the door. School office staff will not admit children through the front entrance.
4. The Breakfast Club starts at 7.30am, the bell will go at 8.50am to signal the start of the school day and children will be escorted to class.
5. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.
6. The After School Club starts at 3.20pm and children will be directed to the Lighthouse Club when the bell signals the end of the school day.
7. Once registered, Children will be given a healthy snack and drink and will be offered a range of indoor and outdoor games and activities.
8. Children who attend an afterschool club until 4.15pm and who would normally attend the Lighthouse Club, will go straight from their Club to the Lighthouse to then be collected as agreed.
9. Children need to be collected before 6pm and signed out by an authorised adult. Any late collection (after 6pm) will result in a fee of £10 per child per being applied to cover the additional staffing costs.

10. If your child is unable to attend a session, you must notify the Lighthouse Club Staff on 01752 407970 / 07542825788 (out of hours only) alternatively you can email us at Lighthouse@oreston.com.
11. Cancellations to permanent bookings must be given 4 weeks in advance; if this is not the case then the full amount will be charged.
12. Cancellations to temporary bookings will be charged 50% of that booking.
13. Holiday club cancellations are non-refundable to all and parents / carers of children outside of Oreston Academy must pay in full 2 weeks prior to commencement of the holidays.
14. The Lighthouse Club offers additional childcare outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on the School website www.oreston.com.
15. The Lighthouse Club Staff are committed to providing a safe, stimulating and happy environment for all children.
16. Children attending Lighthouse Club will be expected to adhere to the School Behaviour Policy at all times.
17. We have an on-going commitment to providing a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Lighthouse Staff. If this is not resolved please contact Julie Stevens, Lighthouse Club Manager. If you are unable to resolve this issue please follow the schools formal complaint procedure.
18. I accept that I am the 'contracting parent' for the above child and agree to make payments via the online booking system on or before the due date. *I understand that I risk losing my place if my account is in arrears.*
19. I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
20. I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
21. I agree to keep all contact, medical, dietary and other information up to date with the School Office, as I understand this will be used by the LHC and the Holiday Club.
22. I understand that the club will not release my child to anyone else without prior authority.

(See Below)



NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from Lighthouse Club, including parents and carers.

1) Name:

.....

Relationship to the child

.....

2) Name:

.....

Relationship to the child

.....

3) Name:

.....

Relationship to the child

.....



DATA COLLECTION SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.

Surname: Forename: Chosen name: Date of Birth: Address: Post Code: Telephone: <p style="text-align: center;">to collect the child and LHC staff)</p> Email:	Legal Surname: Middle name: Gender: Reg Group: Security Password..... (only to be disclosed by people authorised
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Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
		Tel: Mobile:	Tel: Email:
Does this person have parental responsibility/legal contact for this child? Yes / NO (Please delete as appropriate)			
		Tel: Mobile:	Tel: Email:
Does this person have parental responsibility/legal contact for this child? Yes / NO (Please delete as appropriate)			
		Tel: Mobile:	Tel: Email:
Does this person have parental responsibility/legal contact for this child? Yes / NO (Please delete as appropriate)			

Medical Practice	Address	Telephone Number

Please state any Medical Condition(s) including additional notes on the condition

Please state any special dietary requirements

Please state any Special Educational Needs / Disabilities

Ethnicity:	Religion:
Home Language:	First Language:
Country of Birth:	Nationality:
<p>Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.</p>	
Signature:	Date:

TRIPS: At times we may wish to take your child offsite into the surrounding area. Please delete as appropriate: I agree / do NOT agree that staff take my child off the premises for local supervised visits around the local area.

PHOTOGRAPHS / VIDEO: I give / do NOT give permission for my child to be photographed and filmed. Photographic material taken at Oreston Community Academy may be used for publicity purposes.

FIRST AID:

If your child is to be given medicine, please ensure that you complete a green consent form (see a member of staff). Please state on the form the time of the last dose.

I consent to any necessary medical treatment, which might include the use of anaesthetic, during the course of my child's session with Oreston Community Academy Lighthouse Club. I therefore authorise staff to sign, on my behalf, any written forms of consent required by hospital authorities should the delay in obtaining my signature be considered by the authority concerned likely to endanger my child's health and safety, on the understanding that every effort shall be made to contact me.

I agree / do NOT agree for the staff to apply first aid to my child in the case of an accident.

(Please delete as appropriate)

I agree / do NOT agree to the staff acting in Loco Parentis should my child need an ambulance or an operation in my absence.

(Please delete as appropriate.)



ORESTON ACADEMY LIGHTHOUSE CLUB

PERMANENT SESSIONS REQUIRED

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
PM					

TEMPORARY SESSIONS REQUIRED

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
PM					

Please see the School Office for the current Holiday Club booking form.

ABSENCE:

- All booked sessions will be charged at FULL rate even if your child does not attend.
- You will be charged at FULL rate if your child is absent due to illness.
- 4 weeks' notice must be given if your child will be absent due to holiday to avoid the FULL rate being charged.
- You will not be charged if your child is admitted to hospital due to accident or illness, but we will require a copy of the discharge slip for audit purposes.

WITHDRAWAL:

- You must provide 4 weeks' notice to withdraw your child, or pay one month fees in lieu.

LATE BILL SETTLEMENT CHARGE:

- I understand that a charge of £10 will be added to my month's bill if payment is not made by the specified due date via Parent Pay.

PARENTAL CONSENT:

I the undersigned, hereby confirm that the information given above is correct.

- As the Parent / Carer of I have read, fully understood and am satisfied with the details supplied and agree to adhere to the terms and conditions of Oreston Community Academy Lighthouse Club.
- I agree to my child taking part in any activities planned including trips out organised by Lighthouse Club.
- I am aware that I should consider making my own insurance arrangements for personal accident cover for my Son / Daughter.

Please ensure you have read the whole document carefully before you complete and sign.

This is a contract between you and ORESTON COMMUNITY ACADEMY and is legally binding.

Signed:.....Parent/Carer

Date:.....

This information will be kept confidential and only used in the event of an emergency.

If you wish to discuss any matters privately, please ask to speak to the Lighthouse Club Manager in the first instance.



Dear Parent / Carer,

Please find details of ways to pay for the following;

- Nursey
- Lighthouse Club
- Holiday Club

Parent Pay:

Please pay via Parent Pay using your individual log on details.

Bank Transfer:

Our bank details are:

Account name: Oreston Community Academy

Sort Code: 30-94-58

Account Number: 25836450

Please email admin@oreston.com to confirm your payment, the amount paid and the date it was paid on.

We also accept various workplace Voucher Schemes.

Many thanks

Kelly Boston

Administrator