



## Welcome to Sunny Days



We are a very friendly children's club based at Southam Primary School, we offer a high quality of care for all children aged 4 and above. We work closely with the school and continue the school's curricular themes within our crafts and activities. We comply with the early years foundation stage framework and so, all under 5s complete learning logs.

We open at 7.30am in the morning and provide toast, cereal and squash for the children before school. At the start of the school day, preschool, reception, year 1 and 2 children are accompanied to their classrooms, whilst the rest of the children head to their classrooms in small groups.

The children arrive and depart through the main entrance which uses an intercom system to ensure the safety of our children within the setting. In the afternoon we open straight after school and all Reception and KS1 children are collected from their classrooms, whilst the other children make their way to the hall themselves. We remain open until 6pm and provide a variety of healthy snacks of drinks for the children.

We have a daily led activity which can range from bingo and cooking, to a themed craft. As well as arts and crafts we have a good variety of toys, these include Lego, pool and football table, an Xbox console and tablets. All our team have yearly DBS checks, and many have a paediatric first aid certificate. Training is always ongoing, and we have completed child protection, early learning and safeguarding courses.

Fees are charges to the nearest  $\frac{1}{4}$  hour and our current charge is £4.00 per hour. Invoices are sent out every Monday via email. We accept many childcare vouchers, BACs, cheque and cash payments.

We also offer a full time playscheme and open most holidays and inset days. We offer a wide range of activities including arts and crafts, cookery and sports. We also have visits from outside sources, such as dogs trust and the bug man. Price for the full day (8.30-5.30) is £25, with any extra siblings charged £23. We will open as early as 8am on request at an additional charge of £2.50 per 15 minutes, this must be booked in advance. All details can be found on the school website.

If you would like your child to attend with us, please complete the registration form and return it to a team member. If you would like to accompany your child to a taster session this can also be arranged, and we will be able to discuss the needs of your child further.

Club Mobile 07591980353 [Sunnydaysclub@yahoo.com](mailto:Sunnydaysclub@yahoo.com) URN:200759



# Sunny Days Before and After School Club and Playscheme



## Child's Details

### Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth:	School attended:	First language:

## Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					

## Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

## Child's Doctor

Name of Doctor:

Address:

Telephone:

## About your child

Please detail any additional/special needs including your child has:

Does your child have any medication (including inhaler) on site? Please state

Please detail any dietary requirements / food allergies for your child:

Is there anything your child doesn't like (food, games etc) or is scared of?

What are your child's favourite activities?

## Anyone who is allowed to collect my child on any given day:

Name ..... Relationship to child .....

Name ..... Relationship to child .....

Name ..... Relationship to child .....

Name ..... Relationship to child .....

**Signature of Parent/Carer**

**Date:**

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# Sunny Days Before and After School Club and Playscheme Privacy Notice

At Sunny Days we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- with Quickbooks who issue our invoices.
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible*

# Sunny Days Before and After School Club and Playscheme

## Contract with Parents

- I consent for my child to attend Sunny Days. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Sunny Days is a play setting and that whilst my child is there Sunny Days is legally responsible for him/her.
- My child will be offered a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Sunny Days he/she will be in the care of Sunny Days until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club.
- I will book my child into the club prior to their attendance via email, phone or the booking folder.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Sunny Days. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I agree to pay my invoice within 5 days of it being issued via bank transfer, cash or cheque. I will contact the manager of Sunny Days ASAP if I have any issue in paying my invoice.
- I will pay for any holiday care I require in advance and within 1 day of returning playscheme form and understand that my place will not be held if not paid for, unless otherwise agreed.
- Sunny Days closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £1 per minute to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Sunny Days will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Sunny Days tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- If there are any accidents or incidents at Sunny Days involving my child, I will be informed.
- If my child has a more serious accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Sunny Days will sign any consent forms necessary for treatment on my behalf.
- Information held by Sunny Days regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I understand that my child may be photographed but will only be used in the club setting, on Southam Primary's Facebook page or in Sunny Days Newsletter to parents.
- I give permission for Sunny Days to talk to my child's teacher and SENCO if applicable.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_