

# Welcome to Sunny Days



We are a very active 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 each morning and offer a happy environment that allows the children to play games, play with toys and draw, setting them up for their day ahead. We do not provide morning snack. At the start of the school day, 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 small snack at around 4.20. Parents are welcome to supply extra snack for their child. Water is always available to refill water bottles.

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 air hockey table, an Xbox console and tablets.

All our team have completed enhanced DBS checks, and many have a paediatric first aid certificate. Training is always ongoing, and we have completed child protection, early years and safeguarding courses.

Before School Sessions  
7.30-School Start £7.20  
7.45-School Start £6.10  
8.00-School Start £4.90

After School Sessions  
School Finish-4.15 £6.10  
School Finish-5.15 £10.95  
School Finish-6.00 £14.60

Invoices are sent 2 weeks in advance with payment due within a week and bookings are non-refundable unless 2 weeks' notice is given.

Payment to be made to:  
Sunny Days Group Ltd  
Ofsted:2543011  
Sort: 30 98 97  
Account: 76704268

We also accept childcare vouchers and tax free childcare payments via the government scheme.

We also open for playscheme every half term and term break except Christmas, the second week of Easter and the last 2 weeks of Summer. We open on the staff training days of Southam Primary School. Playscheme is open 8.30-5.30 and is £28.30 for a full day, £18.30 for a half day (4 hours). Additionally, we will open Sunny Days at 8.00 for £6 per child. Playscheme is non-refundable with payment required in advance.

We are contactable via phone between 7.30-6.00 Monday to Friday. We aim to respond to emails within 2 working days.

## Registration Form

### Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	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>					

**1 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:

**2 CHILD'S DOCTOR**

Name of Doctor:

Address:

Telephone:

**About your child**

Please detail any additional/special needs including your child has.  
We must be informed if your child usually requires additional care at school (e.g. 1:1 assistant, shortened school day, intimate care)

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:**

## 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*

# Contract for Parents

## Agreements

- 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 will only give medication with a prescription label attached, when a Medication form is completed and with a measuring instrument to administer medication.
- I understand that Sunny Days is a play setting and that whilst my child is there Sunny Days is legally responsible for him/her.
- I give my permission for any of the people who appear on this form to be contacted.
- I understand that emails are replied to within 2 working days and once each week during half term breaks, if I need to contact Sunny Days more urgently, I will ring their mobile.
- 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.
- I understand that my child will spend some time playing outside whilst at Sunny Days and will supply appropriate clothing for rainy weather.

## Attendance

- I will notify the club directly before the start of the session if my child will not attend on a day that he/she is booked to attend the club.
- If I have any issue, with booking or otherwise, I understand that I must contact Sunny Days directly and that Southam Primary school office staff or teachers cannot deal with club issues.
- I understand that Sunny Days cannot, in any circumstance, refund any booked sessions unless 2 weeks' notice is given.
- I will book my child into club prior to their attendance, preferably on a half termly basis. I understand that sessions need to be rebooked each half term and will not roll over to the next one.
- I understand that Sunny Days has limited spaces and cannot accept children who arrive to any sessions without booking.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, bookings etc).

## Fees

- 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.
- If I collect my child later than their booked time slot, I agree to pay for the time slot that they are collected in.
- 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.
- 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.
- I understand that Sunny Days has the right to increase fees at any time giving 1 months notice
- I understand that unpaid fees may result in immediate suspension of care

#### Sickness/Injury

- 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.
- I give permission for Sunny Days to take my child's temperature with a no-contact thermometer if they complain of being unwell or appear to have a fever. I understand that I will be expected to collect my child if Sunny Days think they may be unwell
- I understand that there are exclusion periods for common infectious illnesses and that they must be adhered to.

#### Information sharing

- 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 give permission for Sunny Days to talk to my child's teacher and SENCO if applicable.
- 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 or in a Sunny Days Newsletter which is sent via email to parents whose children attend Sunny Days.

#### Social media

- I will demonstrate courtesy and respect for children, other parents, staff and Sunny Days when comments are placed on social networking sites
- I will address any concerns or issues with Sunny Days directly with the manager

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

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

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