



# CHANTLERS CHILLING CLUB

## PRE-SCHOOL REGISTRATION FORM

Welcome to Chantlers Chilling Club.

Please complete this form if you would like to register your child to attend Chilling Club. One form should be completed per child and returned to the school office.

### Child/Children's Details

Name(s):	
Date of Birth:	
Class:	
Home Address:	
Parent contact details:	
Emergency contact details:	

Your child's school records will be used to confirm the following:

- the password to be used by others when collecting your child on your behalf
- dietary requirements
- medical conditions, including permission to administer basic first aid/take your child to Accident and Emergency, should they have an accident whilst attending the club and you are not contactable

**Please note:** medicines will not be administered by Chilling Club staff.

- consent to include photographs of your child on our website

**Please ensure that your child's details are accurate and school are informed of any changes**

# TERMS & CONDITIONS

## Sessions, Costs and Payment Details

### Morning Session

7.45am – 8.45am - £6.00

### After-School Session:

3.20pm – 4.30pm - £5.50

4.30pm – 5.30pm - £5.50

Children will be provided with a light snack and a drink at 4.00pm. Toast/cereal and a drink are available at Breakfast Club if your child requests them.

### Booking and Payment Details

Parents should email their session requirements to [chillingclub@chantlersschool.co.uk](mailto:chillingclub@chantlersschool.co.uk) by Monday morning so they can be booked on the system. Payment must be made in advance on ParentPay before midnight on Sunday. Parents will need to set up an account, if you haven't already done so contact the school office for an activation letter.

### Government Vouchers

Parents who intend to pay by government vouchers, need to book their required sessions by Monday morning, by emailing [chillingclub@chantlersschool.co.uk](mailto:chillingclub@chantlersschool.co.uk), detailing the sessions required for that week and the funds that have been transferred for payment.

### Emergency Booking

Same-day booking is an additional £1 per hour.

Parents who need sessions to be booked on the day should contact the school office. The session will be booked on ParentPay and the cost of those hours will automatically be deducted from their account. Parents who are likely to use this facility should ensure there are sufficient funds in their ParentPay account.

### Cancellation

Bookings will not be cancelled unless your child is ill or has an appointment.

### Late Collection

- All children must be collected promptly by the end of the session.
- For those children not collected by 4.30pm, an additional hour will be charged, £6.50.
- An additional charge of £15.00 will be incurred for those children not collected by 5.30pm.
- Irrespective of the above charges, Chilling Club staff should be notified if they are going to be collected late. Staff can be contacted on 07591 378863.

### Behaviour

- Children are expected to follow the same behavioural procedures as within school hours.
- Appropriate behaviour is expected from all children whilst attending Chilling Club. Any persistently unacceptable behaviour may mean your child can no longer attend.

### **Safeguarding**

- Parents must notify Chilling Club or the school if their child will not be attending but is already booked in. If a child does not arrive when they are expected an investigation would ensue to ensure that child is safe.

Email [chantlers@bury.co.uk](mailto:chantlers@bury.co.uk) or telephone 0161-761-1074 or 07591 378863

- If your child is absent from school and will not be attending Chilling Club, please inform the school office.
- Parents need to contact Chilling Club or the school office if other people are collecting children and ensure that person has the password.
- The school offers a variety of extra-curricular activities e.g. Choir, Basketball, Football, Dance etc. If a child is attending any of these, please indicate on the permission slip so staff know they are due to go to Chilling Club at the end of the activity.

### **Agreement**

- I have read and agree to the Terms & Conditions of use.
- I agree to pay for the Before and After School Club provision in advance and will accept any late charges if applicable.

We look forward to welcoming your child to Before or After School Club, or both.

If you have any questions, please email the school office at [chantlers@bury.gov.uk](mailto:chantlers@bury.gov.uk)

Name:	Signature:	Date:
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