



Breakfast and After School Club Contract

Abington Vale Primary School
PARK CAMPUS
Ashford Close
Abington Vale
Northampton
NN3 3NQ

Tel No: 07593437637
Direct Line: 07525 811613
Email: wraparoundcare@avps.org.uk

Abington Vale Primary School
STIRLING CAMPUS
77 The Avenue
Cliftonville
Northampton
NN1 5BT

Tel No: 07525 811608
Direct Line: 07525 811613
Email: wraparoundcare@avps.org.uk

Ofsted Registration Number (URN): 138952

Welcome

Dear Parents and Carers,

Thank you for choosing Campus Kidz, Abington Vale Primary School (AVPS).

We know that parents go to greater lengths than ever to find the right place and environment for their child/ren and we are absolutely confident you have made a great choice for your child.

AVPS Campus Kidz Breakfast and After school club service is managed by the school. Our aim is to provide quality childcare where children can access a happy, safe and stimulating play environment.

Play work is a highly skilled profession that enriches and enhances children's play. The role of a play worker is to support all children and young people in the creation of a space they can play in.

Campus Kidz are passionate about creating enjoyable experiences and play spaces for the children across Park and Stirling Campus. Play work is based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

The theory and practice of play work recognises that children's play must be 'freely chosen', personally driven and intrinsically motivated. Children's playing must not be 'adulterated' by any adult or external agendas.

Play Work Principles

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For play workers, the play process takes precedence and play workers act as advocates for play when engaging with adult led agendas.
5. The role of the play worker is to support all children and young people in the creation of a space in which they can play.
6. The play worker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Play workers recognise their own impact on the play space and also the impact of children and young people's play on the play worker.
8. Play workers choose an intervention style that enables children and young people to extend their play. All play worker intervention must balance risk with the developmental benefit and well-being of children.

We aim to offer an inclusive childcare provision where all staff and children are encouraged to maintain positive relationships with others and to value diversity and difference.

Yours Sincerely

Laura Cichuta - Head Teacher **Stacey Bullough** - Campus Kidz Manager



Our Staff

While your child is in our care our dedicated staff team will ensure that your child is happy and well looked after. Our staff team have a broad base of knowledge and expertise.

	<p>Hi, my name is Stacey Bullough. I am the Campus Kidz Manager. I started off as a parent within the school community owing to both my children attending AVPS, who both had a fantastic primary school life! I then joined AVPS when the school decided to run their own wrap around care and couldn't wait to be a part of the team. I trained and qualified in NVQ Level 3 Play Work, then moved on to qualify in NVQ Level 5 Leadership and Management and have helped build Campus Kidz to what it is today. You can also find me in the school offices where I help with the day to day running of the school. I am passionate about play work and children learning through play. I ensure that all my staff have the same passion as well as the knowledge and facilities to enable Campus Kidz to be a great environment for learning, development & most importantly fun!</p>
	<p>Hello, my name is Carole Thomas. I have been at AVPS for 15 years working as a TA, something I am extremely passionate about. I joined the breakfast club about 6 years ago now along with Miss Shears. I have watched the club grow and really enjoy being a part of the team and preparing the children for their school day.</p>
	<p>Hello, my name is Carol Neal, I work as a lunchtime supervisor at Stirling Campus. I also work part-time at the afterschool club across both sites. I have been at the school for 6 years now and really enjoy my jobs. I am a very hands on person and love to encourage children to learn through expressive arts & crafts and nurture them to use their imagination through play. I look forward to meeting new children who start with us and watch them develop through the time they are with us at Campus Kidz. I have built some great relationships with children, staff and families over the years and love being a member of the Campus Kidz AVPS team.</p>
	<p>Hi, my name is Emma Shears. I've worked at Abington Vale for 7 years. I'm a full-time SEN TA and I have also been working at the breakfast club for the past 4 years. I especially enjoy the nurture side of the breakfast club and knowing that children are ready to start their school day.</p>
	<p>Hello, My name is Shazia Khawaja and I have been at Abington Vale Primary School as a lunchtime supervisor for 13 years. I started working at Campus Kidz as a Playworker 2 years ago now and Park Campus which I thoroughly enjoy. I have a particular interest in arts and crafts and enjoy being creative with the children through a wide range of different materials. I look forward to meeting new children and helping all children enhance their development through play.</p>
	<p>Hello, my name is Jyoti Bagha, I have been working with Campus Kidz at breakfast and afterschool club as a play worker for 3 years now and I also work as a lunchtime supervisor within Abington Vale. I thoroughly enjoy my role with Campus Kidz ensuring the children are happy and safe within my care and have a great start to their day. I like to promote a positive environment for the children and give them a space to feel welcome and to be themselves and have fun. I work across both campuses and really enjoy interacting with different children from different backgrounds and helping them develop through their school years.</p>



Hi, my name is Lisa Fulcher. I joined Abington Vale in March 2019, I had never worked in a school setting before and was looking for a new challenge. As a parent myself, I knew I would fit in well working with children. I started as a play worker doing breakfast and afterschool club which I thoroughly enjoy, and now help out as a lunchtime supervisor at Stirling Campus. I have nearly completed my Level 2 CYPW in childcare. I really enjoy working with the children at Stirling Campus and introduce lots of fun activities for them to help with their social skills and development. I love being creative and using imagination ensuring children are perfecting their social, emotional and physical skills.



Hello, my name is Jordan Sparks. I joined AVPS in October 2020 working in the kitchen during lunch times. I now work as a playworker as well at Abington Vale Stirling Campus afterschool club. I really enjoy my time at afterschool club and lots of the children know me from the lunchtime service so I have built some great relationships. I am a very creative and fun person and I try to make each evening as fun as possible for the children by bringing lots of ideas and helping them learn new skills along the way. I love being a playworker as I am faced with new challenges every day and meet lots of different children to interact and teach through play.



Our Curriculum

Our activities are planned and link in with the Early Years Foundation Stage (EYFS). The EYFS sets the standards for learning, development and care for all children from birth to five. All pre-schools, play-groups, nurseries and primary school classes follow this national strategy. There are seven areas of learning and development which shape our educational programme. All areas of learning are important and are interconnected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and building their capacity to learn, form relationships and thrive. These three areas, the prime areas are:

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

In addition, there are four *specific* areas which support and underpin the *prime* areas, these are:

- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Opening times

8.00am to 8:45am Breakfast @ Park and Stirling Campus

3:15pm to 6:00pm Afterschool @ Park and Stirling Campus

Term time only

Park Campus Club Tel No: 07525 811613

Stirling Campus Club Tel No: 07525 811608

Direct/Bookings/Queries Tel No: 07525811613

Email: wraparoundcare@avps.org.uk

We have three ways of booking your childcare spaces:

1. Bookings can be made in termly blocks (preferred)
2. Bookings can be made on a weekly basis
3. ADHOC sessions can be made on the day (where space allows) **Due to the current COVID-19 circumstances we will not be accepting on the day bookings.**

Termly pre-booked sessions are encouraged. Late bookings increase staff administration as well as not being able to accurately assess numbers of children attending. Numbers are limited by Ofsted regulations. Due to this, **ADHOC** sessions will be **charged at a higher rate**. Please refer to Section 1: Session Fees on page 7.

Please note: due to the amount of children attending Breakfast and After School Club, any booked sessions cannot be swapped or exchanged to other days. If you wish to change your sessions, please allow 1 month's notice.

All bookings must be made by email to:- wraparoundcare@avps.org.uk or via the direct booking line: 07525811613

Snacks

Campus Kidz offer breakfast at both sites from 8am-8.30am, this includes cereal, toast and the occasional treat of pancakes or waffles. Breakfast is not served after 8.30am.

Afterschool club offer a small snack usually between 4-4.30pm. Our menu changes seasonally and we really try to encourage children to help make /prepare snack independently where possible. We provide snacks suitable for all diets e.g. Allergies, Vegetarian, Religious. A menu and an allergen chart are displayed within both Campuses and can be available upon request. We discourage children from bringing their own snacks due to an allergen risk.

Charging Policy 2021-2022

Abington Vale Campus Kidz need to charge for services outside the academic school day. The charges reflect the safe and stimulating services that we provide and ensure the continued high standards and sustainability of the Breakfast and After school clubs across both sites.

Charges are usually reviewed annually, with changes taking effect in September. However, Campus Kidz reserves the right to review its pricing policy at any time. Parents will be notified in writing of any changes.

1. Session Fees

Costs			
Breakfast session	£4.25	Adhoc Breakfast	£5.25
After School session	£8.50	Adhoc After School	£10.50
Weekly Breakfast	£20.00	Pre-booked Casual - AM	£4.25
Weekly After School	£40.50	Pre-booked Casual - PM	£8.50
All sessions all week	£55.00		

2. Other Charges

2.1 Late Collection Fees

Depending on circumstances, late collection fees are enforced where necessary. A charge of £15.00 will apply after 10 minutes past pick up time. A further charge of £5.00 will be levied for every five (5) minutes after this. If the child/children are not collected after 1 hour, Social Services will be informed, in accordance with our 'Uncollected Child' Policy (a copy of which is available upon request).

This fee is not a deposit and is non-refundable in the event of the place not being taken.

2.2 Cancellation charges

Should families no longer require a place for their child at Campus Kidz a notice of one (1) month should be given. Parents/guardians will still be liable for fees for this one (1) month notice period, even if the child/children are no longer attending the setting. This applies to breakfast and after school club sessions. Non-attendance to a booked session will still be charged and notification is required BEFORE the session starts by email or text to advise the care staff.

3. Invoices & Payment Terms

3.1 Invoices

As of September 2020, we became completely cashless and using a new system for invoicing which you could be familiar with, school gateway. You should all have your school gateway login details where payments and session details will be visible.

This year invoices are being raised on Gateway from

-September 2021 – July 2022

Due to an anomaly in the system, payment due dates are always shown on School Gateway as the last month of the invoice period.

However, the actual date we request payment is the 1st of each month.

Depending on the number of months in that billing period, you would need to divide your bill by the number of months in the billing period

I.e. September – July = 11 months therefore your total bill would be divided by 12 and paid 1st Sep and 1st October 1st November etc

Payment of fees is expected and invoices should be settled by the invoice due date. If you have any difficulties making this payment, please contact the Manager or School Business Manager urgently

3.2 Ad-Hoc Services

Campus Kidz, subject to availability, are able to offer ad-hoc sessions at an increased rate, and casual booked sessions (if pre-booked) at the usual rate. In this instance, charges are due at the time of booking and cannot be refunded if the place is not taken.

We also accept childcare vouchers and are also registered to accept payments from the government's new Tax Free childcare scheme (see 4.1)

Although we are using School Gateway for payments, if you are using any of the following methods, please do so as normal, and we will credit your school gateway account. (Please let Miss Bullough know which method you are using i.e. childcare vouchers.

3.3 Childcare Vouchers

If you are working, you could also get part of your childcare paid in childcare vouchers.

Edenred, Computershare, Kiddi Vouchers & Busy Bees are all accepted. Abington Vale Primary School would be happy to register with other childcare voucher schemes therefore parents are encouraged to enquire.

Please set up your Childcare Voucher account to pay: **Abington Vale Primary School**

Note: Childcare Voucher schemes can take some time to set up, depending upon the parent/carer's employer. Parent/Carer's are therefore advised to investigate the process before the academic year begins to avoid delays in payment. Ca will require confirmation that Parent/Carers have or intend to enrol in a Voucher scheme and the preschool Administrator will calculate an invoice for the upcoming academic year.

4. Help with Paying for Childcare Costs & Discounts.

4.1 Tax Free Childcare

Tax-Free Childcare is a Government-backed scheme which helps parents with the cost of childcare. It launched in April 2018, it gives eligible families an extra 20% towards childcare costs. To qualify, both parents need to be working and earn a minimum of the equivalent of 16 hours/week at the National Living or Minimum Wage (currently £120/week).

You also need to earn less than £100,000 a year - this applies to both parents, so if one earns more than, as a couple, you can't access Tax-Free Childcare. It will also be available to parents on paid sick leave. If you're on paid and unpaid statutory maternity, paternity and adoption leave, it still counts as being in work so you can still benefit from the scheme; however, eligibility is limited to the last 14 days of leave. You can apply for other children you have though.

For more information, please visit www.childcarechoices.gov.uk

4.2 Universal Credits for childcare

If you and any partner, are working, or you're due to start work and you're claiming Universal Credit, you can claim back up to 85% of your eligible childcare costs for children under 16. You could get up to £646 a month for one child, or £1,108 for two or more.

Universal Credit is being phased in over the next few years. It will replace a number of existing benefits, including tax credits. Whether you can claim will depend on where you live and your personal circumstances.

For more information, please visit www.childcarechoices.gov.uk

4.3 Childcare Tax Credits

If you are currently paying childcare fees, please note that you could be entitled to up to 70% of the cost back through Childcare Tax Credits. You will need to work at least 16 hours or more (for couples both parents must work unless one is unable to work due to incapacity)

For more information, please visit www.childcarechoices.gov.uk

4.4 Extra Child Tax Credits for Disabled Children

Families who have children with disabilities may be entitled to extra Child Tax Credits. Each disabled child may be entitled to up to £3,175 on top of the child element of Child Tax Credit and each severely disabled child may be entitled to up to £1,290 on top of the child element and the disabled element. Families with disabled children need to be in receipt of Disability Living Allowance, Personal Independence Payment or Armed Forces Independent Payment.

5. Non-Payment of Fees

A child's place at Campus Kidz will be at risk if fees remain outstanding for more than seven (7) days after the invoice due date. Please speak with the Manager or School Business Manager if you have difficulties with paying your fees. In the event of non-payment a reminder will be sent to the Parent/Carer on or after the 7 days have elapsed.

If the fees are not paid by the specified due date on the invoice, AVPS has the right to issue an outstanding balance charge (£15) and a formal warning to the parent/carers to inform them that this will result in their child's place at the Club being forfeited if it is a persistent issue.

The Club reserves the right to invoice a £25 administration charge if we have to 'chase up' any unpaid fees over 14 days late.

If fees are paid persistently late, the Club will be forced to terminate the child's place.

If more than two (2) consecutive payments are settled more than seven (7) days late, further action may be taken, such as interest being charged on future invoices, or the child being refused a place permanently. These decisions will be made at the discretion of our Head Teacher & School Governors, based on information and advice given by the School Business Manager.

Where fees are 60 days in arrears Abington Vale Primary School Reserve the Right to pass this debt over to a Debt Recovery Company, with costs for the recovery and daily interest rates, being passed over to the parent/carers with any outstanding fees/balance charges.

Parents/carers are encouraged to speak to the Head Teacher or Business Manager if they have any query about the fees policy, or if for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child/children's place at the Club.

For any invoice or payment queries, please email wraparoundcare@avps.org.uk or call 07525811613

6.0 Absence & Emergency Closure

6.1 Absence

If a child is absent from any of the sessions for any reason, the charges will still apply.

8.2 Emergency Closure

In the event of emergency closure fees may be partially or fully refunded at the School's discretion

Signed by the Head Teacher for and on behalf of, Campus Kidz Abington Vale.

Signed: *Mrs Laura Cichuta*

Date: 01.09.21

Reservation of Rights

Abington Vale Primary School reserve the right to exclude a child or family from attending the Club or to refuse to accept a registration.

Abington Vale Primary School reserve the right to amalgamate the Park and Stirling Club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure or relocation. Reasonable notice will be given where possible.

Abington Vale Primary School reserve the right to change these terms and conditions at any time and will give written notice of such changes to parents/carers.

**The following pages are to be signed, filled in
and returned to the staff at Campus Kidz**

Abington Vale Campus Kidz Admission Form

Thank you for choosing Abington Vale Campus Kidz for your child. The settings are required under the General Data Protection Regulations (GDPR) to ensure that personal data we collect is used in an appropriate manner and kept securely. The individuals whose data we use are encouraged to keep their information up to date and inform the setting/school of any changes. Further information on how we use your information and who we share it with can be found in the NPAT GDPR Parent Privacy Notice on the school website. (Website: www.abingtonvaleprimary.org.uk)

Please complete **all sections** of this form to ensure we have all of the information we require.

Section 1: Your Child's Details

Information Relating to your Child														
Legal Surname					Preferred Surname									
Legal First Names					Preferred First Name									
Year Group					Class									
Date of Birth					Gender									
Address where child lives														
Postcode														
Country of Birth					Nationality									
Was the child born in the UK					Yes/No									
If your child was not born in the UK, please advise their place of birth, and date when the child came to the UK.														
PASSWORD FOR YOUR CHILD'S ACCOUNT (collection/safeguarding purposes)														
Sessions Required:					AM/M	AM/T	AM/W	AM/T	AM/F	PM/M	PM/T	PM/W	PM/T	PM/F
Please Tick where appropriate														

Section 2: Family Details

Are parents separated/divorced?					
Has a court order been issued?					
What are the contact arrangements we need to be aware of?					
Position of child in family (e.g. 1 st , 2 nd , 3 rd)					
Other children in the family					
Name:		DOB:		School:	
Name:		DOB:		School:	

Section 3 - Contacts

Emergency Contact – Priority 1			
Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Emergency Contact – Priority 2			
Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Medical Details				
Doctor's Name		Phone No.		
Doctor's Surgery				
Address				
Medical Conditions of Child				
Dietary Needs				
Allergies				
Does your child have any long standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any areas of his/her life?			Yes	<input type="checkbox"/>
Has an Educational Healthcare Plan (EHC) been issued in respect of your Child?			Yes	<input type="checkbox"/>
Does your child receive any additional Learning Support?			Yes	<input type="checkbox"/>
If yes to any of the above, please provide details (including professionals or agencies involved)				

Section 6: Ethnicity Based Statistics

Please tick the most appropriate boxes below that relates to your child.

Ethnic Origin of Child							
British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White/Black Caribbean	<input type="checkbox"/>
Other Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>	Somali	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
White/Asian	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	I do not wish to have this information recorded			<input type="checkbox"/>

Language normally spoken in the child's home	
First Language of child	
Religion of child	

B - Parent/Carer/Child Acceptable Use Agreement

As part of an enriched curriculum, your child may access the internet and virtual learning environment via a filtered service. This is done on our 'electronic weeks/days' as stated by staff. Children have the opportunity to bring in their own devices. In order to support the school in educating children about the safe use of the internet, we are asking parents to read and sign acceptance of these rules below.

The rules provide an opportunity for further discussions with your child about safe and appropriate use of the internet. Sanctions in place for misuse of technologies and subsequent breach of the rules are detailed in the full Acceptable Use of Technologies Policy. A copy of this can be downloaded from the school website.

www.abingtonvaleprimary.org.uk

Parent/Carer Agreement

I have read and discussed the rules with my child and confirm that he/she has understood what the rules mean.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that the school will use appropriate filtering and ensure appropriate supervision when using the internet and other online tools.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that filtering can never be completely fool-proof and occasionally inappropriate materials may be accessed. I accept that the school will endeavour to deal with any incident that may arise swiftly and according to policy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that my child's safe use of the internet and online technologies outside of school is my responsibility.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Child Internet/Film Access

Your child may access the Internet as part of the school curriculum in line with E-Safety Guidance and the school's Internet Acceptable Use Policy. When at Breakfast or After school club to enhance the play setting, your child may also watch films that are 'PG' rated, subject to the staff judgement.

I confirm my child can access the internet (where appropriate)/PG rated films at Breakfast or Afterschool Club.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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C – Mini -Bus

From time to time, we may need to transport the children from site to site (notice will be given). Your child will always be under the supervision of a member of staff.

I give consent for my child to travel in the school minibus for the purpose of travelling between sites	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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D - Photographs

Campus Kidz may wish to use photographs of children engaged in activities on the Abington Vale Primary School websites, school social media and blogs, displays around the school, press, school promotional materials and performance DVD's. These photos may be used for up to one academic year after your child leaves the preschool. In order to be compliant with GDPR we need to seek your consent to use your child's photo. For further details please refer to the NPAT GDPR Parent Privacy Notice.

I confirm that my child's photograph can be used on the school website	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used on Facebook social media (closed group) and blogs used by the school	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used in press articles that are approved by the school	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used on school promotional materials i.e. Prospectus, Brochures or Posters (where opportunity allows)	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used for the settings display boards and scrap books	I agree <input type="checkbox"/>

F - General Parental Permissions

Emergency Treatment Declaration In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the manager or authorised deputy for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.	I agree <input type="checkbox"/>
Sickness/Diarrhea/Head Lice I agree to keep my child away from the school if they have any form of sickness or diarrhea for 48hrs following their last bout of illness. I agree to keep my child away if I have had the need to administer Calpol/Nurofen before my child's session. I agree that should my child have head-lice I will not send them to school untreated.	I agree <input type="checkbox"/>
Sun cream I give permission for staff to administer hypoallergenic sun cream (supplied by me) to my child when necessary and to record its use.	I agree <input type="checkbox"/>
Policies and Procedures I have been provided with details of Abington Vale Campus Kidz Club Contract for parents. I have been informed that Policies and Procedures can be found on the school website. School Website: www.abingtonvaleprimary.org.uk	I agree <input type="checkbox"/>

Signature	
Print Name	
Date	



TERMS AND CONDITIONS

CONTRACT OF AGREEMENT

The parent/carer of any child/children attending any Breakfast or Afterschool Club session should have read and understood the Terms and Conditions in this pack before signing and returning the following declaration:

- a) Having read, understood and accepted all statements made in this pack, I/We would like my/our child/children to be accepted into the club.
- b) I/We understand that any decisions made by the leaders will be final.
- c) I/We agree to pay the session fees and charges, by the due date using our school gateway account.
- d) I/We understand failure to pay may result in Campus Kidz sessions being withdrawn for my child/children
- e) I/We will ensure all relevant forms/data sheets have been completed in full, signed and amended as necessary and returned to the Campus Kidz Manager.
- f) I/We will ensure that I/we will inform the Campus Kidz Manager of any changes to contact details, medical details, change of address or other information as they occur.
- g) I/We understand that the clubs run from 8.00am-8.50am and 3.15pm-6.00pm and that there will be a charge for late pick-ups.
- h) I/We undertake to inform the staff if someone not listed in the Admission Form is to collect my child/children.
- i) I/We understand that credits are only given if a session is cancelled by the school and for no other reason.

Please note we require **at least one** signature from a parent/carer.

Name of child/children:

.....

.....

Signed (Parent/Carer):

Print Name (Parent/Carer):

Relationship to child/children (eg Mother, Father):

Signed (Parent/Carer):

Print Name (Parent/Carer):

Relationship to child/children (eg Mother, Father):

All About Me

Child's name _____

Date of birth _____

Getting to know me and my family

My age on starting at Campus Kidz is	
I like to be called	
Who lives in my house	
My experience of playing with other children	
Who are the special people in my life?	
My family and I celebrate	

My interests and preferences

Things that excite me and make me happy are	
My favourite books, songs, activities, toys and places to go	
Things I like doing outside	
My weekly routines	
Things that I can get angry or upset about	
Things that can comfort me	

Health and development

What does your child need help with?				
How does your child communicate?				
How does your child respond to new people or situations?				
Does your child have difficulty with any of the following:-				
Speaking and communicating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Listening and attending	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Understanding simple instructions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Eating and drinking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Walking and climbing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Socialising with adults and other children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes to any of the above, please give more detail here:

Parent name _____

Signed _____ Date _____

Key person name _____

Signed _____ Date _____