# Appendix 2

**Brindishe Green Tea Club**

**Registration contract and guidelines for parents and children**

Thank you for showing an interest in joining our Tea Club. Included in the pack below are the club’s guidelines, aims and policy details plus the contract and registration form.

Please read the guidelines carefully and explain them to your child. When filling in the form please take care with your answers. If you have any queries, please talk to our Extended Services manager. It is important that you fill in the form accurately, your child’s welfare and safety depend on it. Please remember to inform a member of the school office of any changes to the details on the form as soon as they occur, this is particularly important with your contact details. The pack also contains the procedures the members of the Tea Club team will take in an emergency.

The School and the Tea Club Team’s main aims and responsibilities will be the supervision of the children in their care. They will ensure each child’s health, safety, and well-being throughout the period of their attendance until the end of Tea Club when they are returned to their parents/carers. The school expects parents to collect their child promptly at the end of each club session, make payment for their child’s club sessions in advance or in accordance with any arrangements made with the Headteacher and/or the Extended Services manager, and keep the school informed of any changes in parental/carer contact details and collection arrangements.

**Tea Club Contact Details**

The Tea Club collection point is situated in the school hall.

All activities will take place in the school hall, studio, indoor lunchtime playroom, and playground

Address:

Brindishe Green Primary School

Beacon Road

Lewisham, Se136EH

Email: extendedservices@brindishegreen.lewisham.sch.uk. Contact number: 0208 852 7245.

# Tea Club Guidelines

These rules are to ensure the safety of your child whilst attending the club. Please read them and explain them to your child and then sign the registration and contract forms to indicate that you and your child agree to the conditions.

* Children will be registered every afternoon by a member of the Tea Club team.
* Children must not leave the club until they are collected by their parent/carer. It is the parent/carer’s responsibility to ensure that their child understand(s) that they cannot leave until collected by their parent/carer.
* It is the responsibility of parents/carers to let the Extended Services manager know if their child is not attending a session.
* Children should not go into any unsupervised area.
* Children should not bring their own toys to the Tea Club.
* Whilst the Tea Club team will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind and will be moved into lost property. Please ensure that your child’s belongings are suitably labelled so that they may easily be returned to them.
* Your child is expected to always behave appropriately in accordance with the Good Behaviour Policy on the school website

**Behaviour Policy**

Children and adults are expected to always adhere to the school’s good behaviour policy. (Full details on the school website)

**Child Protection Procedure**

All breakfast club employees are fully conversant with the school’s Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

**Contract for Users of Brindishe Green Tea Club**

|  |
| --- |
| Child/ren Name(s):123 |

Days requested **\*please tick where applicable**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  |

The terms and conditions below form the contract between the parent/carer and Brindishe Green Primary School.

Tea club will be open during the school’s term times, 5 afternoons a week, Monday to Friday from 15:15 to 18:00. Your children will be registered by a Tea Club team member on arrival at the club.

Your child will be offered a suitable healthy snack meal and plenty of drinks during the session.

Payment for Tea Club should be made online via the Horizons website. Payment should be received at the start of the half term in advance unless a prior agreement has been made with the Headteacher. The current cost is £14.00 per session.

Payment should be made for any days that form part of this contract even if a child does not attend unless prior agreement has been reached with the Headteacher.

Parents should book their sessions by the half term or any longer period. Parents should give notice in writing to The Extended Services manager when they wish to relinquish their child’s place at the Tea Club. Any ad hoc sessions must be agreed with the school prior to the day required.

The school reserve the right after discussion with a parent/carer to withdraw a place for a child who does not observe the good behaviour policy or whose parent/carer does not pay for their child’s Tea Club sessions.

All children need to be collected on time. Late collection will not be tolerated. The club will operate a ‘late fee’ policy. A charge of £10 for every 5 minutes late will be payable and an invoice will be sent each half term for all late fees. If this is a reoccurring situation the parent / carer will be asked to remove their child from the club.

The Headteacher and Governing Body are the final arbiters over any issue relating to the Tea Club.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent/carer name**…………………………………………..…………………………….……………**Signed** ………………………………………………………….………..**Dated** ………………………**Headteacher** Katie Matthews **Signed**……………..…..……………**Dated**……………..…………

|  |
| --- |
| **Tea Club Registration Form** - Confidential |
| Name of child |
| DOB Class |
| Name of child |
| DOB Class |
| Name of child |
| DOB Class |
| **Parents/carers** |
| (1) Name of Parent/carer |
| Home Address |
| Home | Mobile | Work |
| (2) Name of Parent/carer |
| Home Address (if different from above) |
| Home | Mobile | Work |
| **Names and contact details of any other adults that may collect your child** |
| NameRelationshipContact number |
| NameRelationshipContact number |
| NameRelationshipContact number |

 |

# Medical Details

|  |
| --- |
| Does your child(ren) have any medical problems/requirements that the Tea Club team should be aware of? **Yes / No**  |
| Does your child(ren) have any dietary needs/requirements that the Tea Club team should be aware of? **Yes / No** |
| Please list below (continue the back if needed)  |
| Childs Name | Medical Need | Dietary Need |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| Doctor’s Name:GP Surgery address:Telephone number: |

**EMERGENCY PROCEDURES**

**Accidents**

Should your child injure themselves at the club, the procedure is:

The incident and any treatment will be recorded in the accident book located in the Tea Club and your child be sent home with a copy of the first aid form.

If the injury is to the head or a more serious injury and might require medical treatment parents/carers would be contacted as soon as possible.

# Fire

The club have a fire evacuation plan in case of emergency in line with the school's evacuation policy.

**Behaviour Policy**

Children and adults are expected to always adhere to the school’s good behaviour policy. (Full details on the school website)

**Child Protection Procedure**

All Extended services employees are fully conversant with the school’s Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website).

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Name....................................................Signed …………………………………… (Parent/Carer)

Dated …………..………….........