

Mangotsfield Out of School Club



Serving the Parents and Children of

Emersons Green Primary School

And

Mangotsfield C of E Primary School

PARENTS' HANDBOOK

Issue 8 – November 2009 Edition



1 WELCOME FROM THE COMMITTEE

Welcome to the Mangotsfield Out of School Club that was formed by parents from both Emersons Green and Mangotsfield CofE Primary Schools in October 2000. After successfully gaining a New Opportunities Fund Grant in June 2001, the club opened on time in the following September offering both an After and Before School service with the Holiday Club opening at the earliest opportunity at the first half term break. Since this time the club has provided quality childcare to hundreds of families in the community. The Club has grown in numbers and now operates breakfast and after school clubs at each school site.

The Club operates on a non-profit making basis and is registered with OFSTED. It is run by parents for parents, aiming to provide a high quality service of childcare and offer a safe, enjoyable environment for children aged 4 to 11 from both schools.

Communication with parents is very important to us and your views are taken fully into account in operating the Club. This handbook sets out our admissions process and gives a summary of operating procedures and policies and is hosted on the web pages of both schools. Full copies of our policies are available on request. You are invited to offer whatever comments you may have and are encouraged to attend our Annual General Meetings (usually held in March each year).

We welcome your support and involvement as we progress our aim of establishing a long-term future for the Club whilst continually looking to improve the service we offer. We are sure that all those who have used the Club during its first years of operation have been as delighted as we have with how well it has grown and entertained our children. We are, as ever, extremely grateful to all those who have made this possible – the staff, volunteers, and also to both our schools whose assistance and co-operation is much appreciated. As recognition of our success, the Club was awarded a Quality Assurance accreditation from Early Years in Childcare Development in May 2003 and this has formed the basis for further improvements in how the Club is run.

Finally, we hope that you'll find all you need in this handbook but if not, please let the Club know and we will endeavour to amend the book to improve its usefulness.

Patrick Brock

Chair

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2 MANGOTSFIELD OUT OF SCHOOL CLUB

2.1 VENUE AND OPENING TIMES

Before School and After School Club are at both Schools

The Breakfast Club runs from: 07:30 Hrs to School Start

The After School Club is run: End of School to 18:00 Hrs

Half Terms and Holidays

The Holiday Club is held in the Emersons Green Primary School Hall during half terms and school holidays unless informed otherwise. Its opening times are: 07:30 Hrs to 18:00 Hrs

Children are required to bring a packed lunch where appropriate.

Fruit and snacks are available for sale at all sessions.

In Service Days/School Closure

The Club aims to open whenever possible on an in-service day. For example, should one school open normally whilst the other is closed (e.g. for an in-service day), the Club will operate the before and after school club for the school that remains open. In the event of both schools closing or hosting an in-service date simultaneously, the Club will make every effort to convene the Holiday Club subject to staff availability and there being sufficient demand for places.

2.2 ELIGIBILITY

The Club is open to primary school aged children (4 to 11 year olds). Priority is given to pupils from Emersons Green and Mangotsfield Primary Schools. Empty spaces can be allocated to children from other schools at the discretion of the Play Manager and the Management Committee. In these cases, parents of children from other schools will be responsible for dropping off and collecting their children at the appropriate Club venue.

Allocation of places is discussed further in Section 3.2.

All children who use the club must be registered (see Section 3.1).

2.3 WHAT THE CLUB PROVIDES

Each session at the Club is centred on the children's group and individual needs with lots of opportunities for a wide range of activities. We provide a safe, friendly and enjoyable environment with a wide range of games and play/learning equipment.

Detailed policies and procedures are available for view for parents and guardians to see how the Club is managed and this handbook is available for download from each of the school web sites, as well as in hard copy on request to the Play Leader.

2.4 ACTIVITIES

Throughout the week we offer a variety of activities. Children have a free choice as to whether they join in a particular organised activity such as construction, TV, art and craft, music, games, puzzles, etc.

Children will also have the opportunity to play in the fresh air throughout the year - weather permitting - and to release energy in a range of games including football and basketball.

2.4.1 Outings

As part of the holiday club, we will arrange outings to local places of interest i.e. local parks and nature walks. A consent form for parents to sign will be available at the Club.

All children attending the Club on a day that an outing is being organised will be required to go on that outing. Parents will be given as much notice as possible regarding outings, and we endeavour to keep costs of these outings to a minimum.

2.5 STAFF

Staff comprise of a Play Manager, Two Play Leaders, Play Assistants, Voluntary helpers. The Play Manager reports to the Management Committee (see Section 4.2) and a nominated member of this Committee acts as Line Manager.

2.5.1 Summary of Duties

The Play Manager manages the Clubs, visiting the two sites regularly, receiving payments, holiday forms and answering any queries that arise. The Play Manager also has the responsibility to meet with the Ofsted National Standards for Day Care representatives and for giving regular feedback to the Management Committee. The Play Leaders manage the club on a day-to-day basis and will be the first point of contact for parents. They have overall responsibility for timetabling activities for children and ensuring the Club meets its aims of providing safe, enjoyable childcare for our children and meet with Ofsted National Standards for Day Care representatives. The Play Leaders are also responsible for regular feedback to the Play Manager.

The Assistants work as part of a team under the Play Leaders' direction. They are responsible for providing safe and creative activities to meet all the children's needs. They also assist in the day-to-day organisation of the club.

All are, or will, be trained to standards and all staff have been police checked.

2.5.2 Contact Numbers

The Play Manager and Play Leaders can be contacted on the following numbers:

Play Manager (Kate Cole): 07872 622942
Play Leader for Mangotsfield (Clare Curry): 07750 1383257
Play Leader for Emerson Green (Tina Williams): 07747 164364

All other staff and the Management Committee can be contacted through the Play Manager.

2.6 SICKNESS AND ABSENCE

We aim to provide a healthy and safe environment for all children. Therefore, we cannot accept any child who is unwell or has an infectious disease. Parents are asked to keep their children at home if they have an infection, and to inform the Out of School Club as to the nature of the infection so that the Club can alert other parents, and make careful observations of any children who seem unwell.

All absences must be notified to the club by 2.00 pm on the day of an After School session and prior to commencement of Holiday/Before School sessions. This is important because the Club must establish the whereabouts of all children scheduled to attend a particular session.

There may be occasions when a child is not so ill as to require medical care however attendance at the Club would be unsuitable. If the Play Leader on duty does not consider a child well enough to attend, you will be contacted and asked to take your child home.

We make every effort to stop the spread of infections within the Club but can only do this with your co-operation. Children easily pick up viruses and infections. You need to be aware that they may do so during their attendance at the club.

2.6.1 Specific Illnesses

The most common childhood ailments with the recommended exclusion period are detailed below:

Coughs, Colds and Sore Throats: We appreciate that children often pick up cold viruses without being particularly ill and we accept that they do not always need to stay away from the Club. However, if they have a raised temperature, continued cough and/or are unable to eat, then exclusion will be necessary.

Sickness and Diarrhoea: Children must be kept away from the Club for at least 48 hours after the last episode of vomiting or diarrhoea.

Conjunctivitis: Any child with the symptoms of conjunctivitis must be kept away from the Club until the eyes have stopped discharging. Medication is usually necessary.

Temperature: Any child with a raised temperature, even if not accompanied by any other symptoms, should be kept away from the Club for a minimum of 24 hours.

2.6.2 Illness During Attendance at the Club

If your child becomes ill during their attendance at the Club, they will be treated sympathetically. The Club will attempt to notify you immediately of the situation but if unsuccessful, will continue to do so at regular intervals. In most circumstances, you will be asked to arrange for your child to be taken home.

2.6.3 Medication

If a child is on medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage, date of expiry and any administration instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication etc. Written permission is also required for the Play Leader in charge to administer the medicine in accordance with the instructions that have been provided by the parent.
- Medication will not be administered unless it has been prescribed by a doctor.
- A medication book will be available to log in:
 - Name of child receiving medication
 - Times and dosage that the medication should be administered.
 - Date and time when medication is administered

Whenever medicine is administered an entry is made with the signature of the person who has administered each dose and the witness to the dose administered. Two members of staff will always be present when medication is given.

- All medication will be stored according to instructions and safely out of the reach of children.
- All medication will be returned to the parent/carer at the end of the day/session.
- If the administration of any medicine requires particular technical or medical knowledge or skill outside of normal expectation, the member of staff who will be administering that medicine will receive appropriate training from a qualified health professional before the club agrees to administer it even if parental permission has been given.
- With regard to the above and, in particular but not exclusively, the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Mangotsfield Out of School Club's insurance company. If the insurance company advises against the administration of any particular medication it will not be administered and the parent will be advised accordingly.

2.7 BEHAVIOUR MANAGEMENT

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

The Mangotsfield Out of School Club uses the following disciplinary procedure. It will be used as a result of inappropriate and/or unacceptable behaviour within the Out of School Club and Holiday Club. Application is at the discretion of the Play Leader who is present on the day.

- When each child has the disciplinary procedure explained (at their level) when they first join the Club, they are shown the Inappropriate Behaviour Book (Green Book), which will form the record of inappropriate and/or unacceptable behaviour.
- Each child will have his/her own page within the book to ensure and protect confidentiality.
- Children are given one verbal warning concerning misbehaviour. Accompanying this verbal warning will be a reminder that if the child persists with this behaviour, then this will be recorded in the Inappropriate Behaviour Book (Green Book).
- Following an entry into the book, the Play Leader and the parent/carer will sign against the same, affirming that the parent/carer has read and understood the incident. A letter from the Committee to the parent/carer will also follow.
- If the same child has more than three entries in the Inappropriate Behaviour Book (Green Book) in a period of one year, from date of 1st entry, the Play Leader will inform the Play Manager, who will then inform the Management Committee Line Manager.
- The Line Manager will inform the Committee, who will formally invite the parent/carer to meet with the Committee at a specified date and time.
- The Committee will then make a decision about the steps to be taken concerning the child, including whether or not it is appropriate for the child's place at the Club to be withdrawn.

2.8 COMPLAINTS

We aim to provide the highest quality care for all our children and to offer a welcome to each individual child and family by providing a warm and caring environment within which all children can develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally thus we welcome suggestions on how to improve our group at any time.

Similarly, we take all concerns and complaints seriously and deal with them fairly and in a way that respects confidentiality. It is in the interests of the club and parents to do so. If you have any such concerns or wish to make a complaint regarding aspects of the care provided by the Club or in its general management, it is recommended that you take the measures outlined in our Complaints Policy. Policies and procedures are discussed further in Section 6.

We believe that most complaints are made constructively and can be sorted out at an early stage. If not, and you are not receiving the response you had hoped from the procedure set out in the club policy, you are reminded that you have the right to seek advice from the Ofsted inspections unit. The address and telephone number is:

OFSTED
Freshford House
Redcliffe Way
Bristol
BS1 6NL

Tel: Early Years Complaints Line on 0845 640 4040

3 BOOKING AND ALLOCATION OF PLACES

3.1 HOW TO REGISTER

A registration fee is payable for each child. By registering with the Club, parents/guardians are deemed to accept the rules of the Club as set out in this handbook and the Club's policies.

Registration is undertaken on an annual basis from September to August each school year. The fees are due by 1st September each year.

Parents or guardians who register children then become members of the Club are entitled to vote and stand for membership of the Management Committee.

The Management Committee have the right to reject applications for registration and - for good and sufficient reason - to terminate the registration of any member. In such circumstances, the reasons for doing so will be given to the member concerned in writing and they shall have the right to be heard by the Committee before a final decision is made.

A registration form is included in Section 7.

3.1.1 Registration Fees

Registration fees are currently £15.00 per child per year or part year (as of September 2009). This fee has remained the same since 2006.

Parents are advised to obtain details of up to date fees from the Play Leader.

3.2 HOW TO BOOK A PLACE

3.2.1 Breakfast and Out of School Club

Applications for places must be made to the Club in writing on the appropriate form and any changes to a booking or application for a place must be made in writing. Bookings will not be accepted without the correctly completed form.

For parents requiring regular bookings, a place will be allocated. This place will be guaranteed and paid for whether or not the child attends unless the procedure in Section 3.2.4 is followed.

An Allocated Spaces Booking Form for regular bookings is included in Section 7. Allocation of places will be confirmed in writing by the Club's book keeper.

Changes to requirements must be made in writing and will be treated as a cancellation (if appropriate) and parents will be liable for fees as discussed in Section 3.2.4. All changes or cancellations to requirements must be made in writing.

3.2.2 Holiday Club

Booking for holidays and half terms will be invited by issue of a holiday booking form to all parents/guardians of registered children, usually 4-6 weeks before the particular holiday period.

Holiday bookings will be allocated on a first come first served basis, depending on availability and will be confirmed in writing by the Play Manager by way of an annotated copy of the original booking form followed by an invoice from the Club's book keeper.

Changes to a booking requested after submission of a booking form and/or written request will be treated as a cancellation (if appropriate) and parents will be liable for fees. All changes or cancellations to bookings must be made in writing.

3.2.3 Allocation of Places for Breakfast and After School Clubs

Places will be allocated by the book keeper and each will be treated on an individual basis taking into account the application date, number of places requested, payment record, etc. Allocation will be undertaken as fairly as possible although the Club is committed to keeping charges as low as reasonably practicable. To this end, the aim is to fill as many places as possible and thus applications encompassing places for Before, After School and Holiday sessions may be given a higher priority. Written notification will be given by the Club's Play Manager or book keeper once a place is allocated.

If it is not possible to reach agreement on the allocation of a space, the matter can be referred to the Management Committee. The decision of the Management Committee will be final.

All children who attend the club must first be registered (See Section 3.1).

3.2.4 Absences/Cancellations

All absences and/or changes in collection arrangements must be notified to the club by 2.00 pm on the day of the After School session and prior to commencement of the relevant Holiday/Before School sessions. This is important because the Club must establish the whereabouts of all children scheduled to attend a particular session.

4 WEEKS NOTICE IS REQUIRED TO PERMANENTLY CANCEL A BOOKING WITH FEES CHARGED AT FULL RATE BEFOREHAND.

Temporary cancellations, amendment to bookings and all absences will be charged at full fees unless 4 weeks notice is given in writing to the Club in which case the fee will be charged at 50%. Absences include holiday, school trips, parent/guardian arranging alternative childcare, etc. The only exceptions being when the Club such a change for whatever reason e.g. during school in-service days or school closure (section 2.1 refers). Where requests for holiday places are issued by the Club less than 4 weeks before a particular holiday period, any changes or cancellations to requests will be charged at full rates unless the place can be sold to another parent/guardian. Wherever possible the Club will endeavour to issues such forms as early as possible.

Consequently, parents/guardians will be charged full fees for any absences through sickness.

3.3 FEES AND PAYMENT

The Management Committee reserves the right to change fees but undertakes to advise parents/guardians of registered children of any change as early as possible but undertake to give at least one month's notice for all but exceptional circumstances.

The fees as of 1 Sep 2009 are shown below:

Annual Registration Fee	£15.00
Before School	£4.00
After School	£8.10
Holiday (incl. Half term)	£20.00 (£10.50 per half day)

Half days in the holiday club run from 07:30 to 12:30 (morning) and 13:00 to 18:00 (afternoon).

Fees are payable 4 weeks in advance with new starters only allocated their place on payment of the first 4 weeks fees – this payment is non refundable. Cheques should be made payable to "Mangotsfield Out of School Club". Payment by bank transfers can also be made, with details being provided on invoices. Payment for ad hoc places allocated at short notice must be provided to the Play Manager in advance or on the day of the additional session(s).

Parents are liable for payment for absences through sickness, cancellations or changes as stated in section 3.2.

Late payment

Payment should be received by the Club at the latest by 2 weeks after receipt of invoice – the date will be noted on invoices sent out (allowing time for postage). If you are paying by bank transfer, please allow sufficient time for payment to be transferred by the due date.

If payment has not been received by the stated date, a reminder letter will be sent. Due to the increased administration involved in managing late payments, a discretionary £5 charge may be levied for issuing this letter, depending on previous payment history. Any further delays to payment will result in interest at the current bank borrowing rate being levied on outstanding sums (charged daily). Any further reminders will also incur a £5 administration charge.

Cases will be referred to the Management Committee for action should any monies be outstanding upon issue of the following month's invoice. The Management Committee will take appropriate action, which may include revocation of registration. The Club's policy is to pursue and recover all outstanding debts and it uses all legal means at its disposal, including use of the small claims court. As a non-profit making organisation, failure to settle outstanding fees impacts all other users of the Club in the form of increased fees.

Late collection

Late collections cannot be tolerated by the club, except in extreme situations, and wherever possible these should be notified to the Play Leader or Play Manager with as much notice as possible. The Play Manager is obliged to notify the Committee Chair, or a designated deputy, as soon as he/she receives warning of a possible late collection of a child. The Committee member will then decide how the matter should be dealt with. As a general rule, staff and Committee members will operate to the following guidelines;

- If a child has not been collected by 6.00pm (irrespective of whether the Play Manager or Play Leader has been contacted or not) MOOSC staff & Committee members reserve the right to notify appropriate authorities. A late collection will incur additional charges of £2.50 being passed to the parent(s)/carer(s).
- If a child has not been collected by 6.15pm (irrespective of the Play Manager or Play Leader being notified of exceptional circumstances leading to later collection) the Club reserves the right to notify the authorities and an additional charge of £15.00 will be billed to the parent(s)/carer(s) as a late collection charge.
- If a child has not been collected by 6.30pm, authorities will be notified and a late collection charge of £30.00 will be imposed. The Committee reserves the right to withdraw the allocated child place(s).

The Committee will maintain records of all late collections, including charges applied, and on each occasion will issue a warning letter to the parent(s)/carer(s) outlining actions taken to date and a proposed way forward. After issuing 3 warning letters the committee will be forced to review the situation and reserve the right to withdraw all allocated places.

4 MANAGING THE CLUB

4.1 CONSTITUTION

Copies of the Constitution are available from the Play Manager or Secretary to the Management Committee. It is summarised in the various paragraphs in this section.

A Management Committee made up of parents will organise the long and mid-term planning of the club and be responsible for the club's accounts and legal matters. Members will be elected by parents at each Annual General Meeting.

4.2 MANAGEMENT COMMITTEE

4.2.1 Officers and Committee members

Officers and committee members are elected annually at an AGM.

Current Members of the Management Committee are:

Patrick Brock (Chair)
Sarah Taylor (Treasurer)
Kath Parker (Secretary)
Christian Evans (Line Manager)
Kate Cole (Play Manager)
Alison Green
Conrad Hutton
Mark Ault
Mark Copp
Beverley Gillard
Emma Bass
Erica Hoffman

4.2.2 Eligibility to Stand for Officers and Committee

Any parent or guardian who has registered at least one child with the club is eligible to stand for a position as an officer or member of the Committee as long as their standing does not breach the terms of the Constitution.

All members of the Committee also receive police checks and their details passed to Ofsted.

4.2.3 Annual General Meetings

Annual General Meetings are usually held in March each year.

Extraordinary General Meetings may be called by the Committee at any time or if the Secretary receives a written request for such a meeting signed by not less than one quarter of the members.

5 WHAT THE CLUB EXPECTS FROM PARENTS

Parents can help the smooth running of the club by following the requirements below:

- 1) Dropping off and collecting their children on time. The Club is not insured for childcare outside opening hours and we are also made to vacate the school premises promptly.
- 2) Making every effort to follow the Club's procedures and contacting the club at the earliest opportunity in the event of any problems.
- 3) In particular, following the procedures for registration, booking and payment for places and keeping children at home in the event of illness as described in this handbook.
- 4) Parents/Guardians to sign their children 'in' and 'out' of the club.
- 5) Parents/Guardians to remember to sign consent forms, etc to enable their child to be taken out on an outing.
- 6) Where you require the staff to administer prescribed medicines, ensuring the requirements of this handbook are adhered to.
- 7) Providing a change of clothes if you do not want your child to play in their school uniforms.
- 8) Ensuring the child understands the importance of road safety when going on trips or moving between schools. The instructions given by staff must be followed at all times when being escorted off the club sites.
- 9) Observing the No Smoking Policies of our host venues.
- 10) Parents should let their child's school know which days they will be using the Club.
- 11) Hats and Sun Cream labelled with the child's name should be provided when attending on hot days.
- 12) Ensuring all your child's belongings are clearly labelled with their name.
- 13) Providing a packed lunch during holiday club sessions. Children will be supervised during their lunch hour.
- 14) Notifying the Club immediately of any changes to contact numbers.
- 15) Notifying the Club in writing of any persons authorised to collect their children.
- 16) Treat the Club's staff with courtesy at all times.

6 POLICIES

Policies are devised and maintained by the Management Committee.

All queries, comments, etc should be addressed to the Management Committee.

Up to date copies will be available at the Club and copies provided to parents/guardians on request. Parents are advised to read the policies in full as soon as practicably possible.

The policies extant as of September 2009 are shown below:

- Equal Opportunities Policy
- Staffing and Employment Policy
- Student Placement Policy
- Special Needs Policy
- Behaviour Management Policy
- Anti-Bullying Policy
- Child Protection – Policy and Procedures
- Confidentiality Policy
- Complaints Procedure
- Safety – Policy and Practice
- Health & Hygiene – Policy and Practice
- Selecting Equipment/Toys – Policy and Practice
- Departure of Children Procedure
- Surveillance Checks Procedure
- Grievance Procedure (Staff)
- Absences – Maternity, holiday and sickness (Staff)
- Venue Closure Policy
- Organisation, Staff & Record Keeping Policy
- No Smoking Policy
- Disciplinary Policy

7 FORMS

The Registration, Allocated Spaces Booking and Health forms are provided on the next 6 pages.

These can be used and returned to:

Rachael Martin
12 The Wynstones
Hanham
Bristol
BS15 8EU



Mangotsfield Out of School Club – Registration 2009/10

C/o Rachael Martin
12 The Wynstones, Hanham, Bristol, BS15 8EU
Tel: Kate Cole (Play Manager) 07872 622942

All children who attend the club must be registered. A registration fee of £15.00 per child, per year, or part year is payable at the time of registration. Attendance fees are shown on the current booking form.

Child's Full Name		Date of Birth	__/__/__
Home address		Home Tel	
		Postcode	
Birth certificate	Staff name		Date

Please complete all the pages of this registration form ensuring that surnames are included. MOOSC staff will endeavour to contact parent(s)/carer(s) using the priority you award in the final column of the table below.

It will be assumed that parent(s)/carer(s) have authority to collect the child unless the Club has been notified in writing to the contrary.

				Pty
Father's name		Home N ^o		
E-mail address		Mobile N ^o		
Address		Other (1)		
		Other (2)		
Mother's name		Home N ^o		
E-mail address		Mobile N ^o		
Address		Other (1)		
		Other (2)		
Carer's name		Home N ^o		
E-mail address		Mobile N ^o		
Address		Other (1)		
		Other (2)		

Additional people who may be contacted in case of accident/emergency and **who have permission to collect your child.**

Full Name		Relationship	
Contact numbers	• • •	Keyword	

Full Name		Relationship	
Contact numbers	• • •	Keyword	

Full Name		Relationship	
Contact numbers	• • •	Keyword	

Other children in the family

Child's Full Name		Date of Birth	___/___/___
Home address			

Child's Full Name		Date of Birth	___/___/___
Home address			

Child's Full Name		Date of Birth	___/___/___
Home address			

Please attach additional sheet if required

Ethnicity & Related Factors

MOOSC are committed to recognising and respecting the ethnic origin and related factors of all the children in our care. Please complete the following section to help us to do this effectively.

Ethnic Origin (please circle)

White British	White Irish	Other White	Black Caribbean
Other African	Other Black	White & Black African	Indian
Bangladeshi	Other Asian	Other Ethnic Group	Gypsy/Roma
Other / Mixed background (please specify)			

Religion (please circle)

Christian	Hindu	Jewish	Muslim
Sikh	Buddhist	Other Religion	Refused

First Language

Some children registered with MOOSC do not speak English as their first language or are exposed to another language at home; it would be helpful if we are aware of the first language of your child.

First Language (please specify)	
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Mangotsfield Out of School Club is registered with South Gloucestershire Social Services and is therefore obliged to follow the authority's Child Protection Procedure. (See Club notice board)

I understand that Mangotsfield Out of School Club cannot accept responsibility for the children's possessions or valuables whilst they are attending the club.

I agree to abide by the rules of Mangotsfield Out of School Club as laid down in the club policies.

In the event of a serious breakdown in the relationship between Mangotsfield Out of School Club and the parent/carer, the Club has the right to withdraw the place.

Signature		Date	
Name		Relationship	

Parent(s)/Carer(s) must notify MOOSC of any changes to the information provided on this form in writing

Data Protection Act 1998: Your personal details may be held on a database used solely for administrative purposes. Your personal details will not be used for any other purpose, nor passed on to any other organisation.

LOCAL TRIPS AND PHOTOGRAPHY CONSENT

Local Trips

MOOSC may on occasion take children on trips around the local area (park, etc). This will always be done in accordance with club policies and Ofsted guidelines/regulations. If your child goes on a supervised trip elsewhere you will be asked to complete an additional consent form. Please tick the check box if you give permission for your child to attend such trips.

(please tick)

Photographs

MOOSC may on occasion take photographs of the children to display on our notice board; this will always be done in accordance with club policies and Ofsted guidelines/regulations. Please tick the check box if you give permission for photographs to be taken.

(please tick)

Signature		Date	
Name		Relationship	



MANGOTSFIELD OUT OF SCHOOL CLUB MEDICAL QUESTIONNAIRE

Child's Details *(For Completion by parent/guardian)*

Surname:	Date of Birth:
Forename:	Telephone Number:
Home Address:	
Doctor's Name and Address	
Telephone Number:	

Medical Conditions - Please indicate if your child suffers from any of the following (if YES, please give details)

Diabetes:	YES / NO	Fits/Convulsions:	YES / NO
Asthma:	YES / NO	Migraine:	YES / NO
Allergies:	YES / NO	Hayfever:	YES / NO
Bronchitis:	YES / NO	Skin Problems:	YES / NO
Heart Condition:	YES / NO	Orthopaedic Problems:	YES / NO
Hearing Problems:	YES / NO	Speech Problems:	YES / NO
Eyesight Problems:	YES / NO	Contact lenses/glasses:	YES / NO

Please give details of any other current or previous health problems. Include any hospital admissions, operations, accidents or injuries:

Can your child undertake normal physical activities?

Does your child take any medication (medicine, tablets, inhalants or injections?) Please give details:

Is he/she likely to bring medication into school? Please give details

In case of minor superficial wounds, do you give consent for Mangotsfield Out of School Staff to apply a plaster or dressing?

YES/NO

Please give any additional information below

Signature		Date	
Name		Relationship	

Mangotsfield Out of School Club
 c/o Rachael Martin, 12 The Wynstones, Hanham, Bristol, BS15 8EU
 Tel: - Kate Cole (Play Manager) 07872 622942



WAITING LIST - FORM

Childs Name	
Name of School & Class	
Date of Birth	
Parent(s)/Carer(s) Name	
Address	
Telephone No	
Date Required From	

Please tick sessions required below:-

	Before School	After School
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signature of Parent(s)/Carer(s): _____ **Date:** _____