

# LINDEES Ltd

Breakfast & After school Club, 3 Woodlea, St.Albans, Herts, AL2 3EZ.  
 Email:- [lindees@hotmail.com](mailto:lindees@hotmail.com) Tel:- 07894 137416 web- [www.lindees.co.uk](http://www.lindees.co.uk)

## KILLIGREW BREAKFAST CLUB REGISTRATION FORM

| Monday | Tuesday | Wednesday | Thursday | Friday |                |  |
|--------|---------|-----------|----------|--------|----------------|--|
|        |         |           |          |        | Breakfast club |  |
|        |         |           |          |        | Breakfast club |  |

**CHILD'S FULL NAME**.....**School**.....

**DATE OF BIRTH:** ..... **AGE:**.....

**ADDRESS:** .....

**HOME PHONE NUMBER:** .....**Email**.....

**CONTACT DETAILS:**

**Mothers Full Name:** .....

Home telephone no (if different to above): .....

Telephone no (work): ..... (mobile): .....

**Fathers Full Name:** .....

Home telephone no (if different to above): .....

Telephone no (work): .....(mobile).....

**1<sup>st</sup> Emergency contact**

Name & Relationship to child:.....

Telephone no: .....

**CHILD'S DOCTOR**

Doctors name & surgery: .....

Doctors contact Number: .....

Does the child have any medical problems/ allergies? .....

Does the child have any dietary needs? .....

Any other information? .....

- I consent to emergency medical treatment necessary during the running of the club and authorize any staff to sign any form of consent required by medical staff, if a delay in getting my signature could endanger the child's Health or Safety. Y / N
- I have read the Health policy and understand the procedures if my child needs medication whilst at the club. Y / N
- The club may take photographs of my child for activities or events, from time to time. I consent to this. Y / N.
- I/we agree to abide by the terms and conditions set out by LINDEES club. Y / N
- I/we have read and understand LINDEES policies and procedures which are stated below. Y/N

Comments: .....

**Parents signature:** ..... **Please print**..... **Date**.....

**How will you pay? Please circle one:-**      **BACS**              **Cash**

## **TERMS AND CONDITIONS**

**Breakfast club** fees are **£7.50** per morning with a one off **£10.00** family registration fee which is not refundable. **Please be aware you will need to give 4 weeks notice to cancel your place, Holidays will not be included in the four weeks.**

### **Privacy statement- How information about you will be used:**

We do not pass your information onto any third party unless in the event of a safeguarding concern or medical emergency.

### **Healthy Eating**

LINDEES after school club will adopt a policy that will ensure that the food and drink provide the children with a tasty healthy tea. All dietary needs will be provided for.

### **Behaviour**

LINDEES after school club policy is to aim to create an environment that encourages acceptable behaviour from everyone. Children will be encouraged and praised for positive behaviour.

### **Health Policy**

All cases of sickness and diarrhoea the child must be kept at home. No medicine, i.e. calpol, cough linctus will be administered unless on prescription. The child has to have been taking the medicine for at least 24 hour period prior to club staff administering it. As a parent you will be responsible for supplying LINDEES with any medical equipment on a regular basis e.g. Asthma or Eppi pens etc that your child may require.

It is also your responsibility to inform the club of any absences due to illness so that appropriate steps can be taken. If your child has been hospitalized for any reason, it is at the club manager's discretion as to whether your child is able and well enough to attend club.

### **COVID19 Health Policy**

Where COVID19 is expected one allocated staff member responsible for these instances and will wear full PPE when in these situations. Child/YP/staff/vol will be kept in isolation area which will be disabled toilet and care room in the junior building. Isolation area which is well ventilated to contain suspected cases of infection. Where possible staff/vol will attempt to maintain a 2metre distance but if this is not possible then as long as PPE is worn, this is acceptable. PPE is then disposed of following Government Guidelines. Parent/carer contacted to collect immediately or Staff/vol member to be sent home immediately or emergency contact called if required and advised to self-isolate with their household for 14 days or until the person suspected to have contracted the virus is tested and this is negative. A separate risk assessment will be undertaken before the child/YP/ staff/vol returns.

### **COVID19 Procedure**

- Children will be grouped into small consistent bubbles and bubbles will not be able to mix throughout the session. Tables will be arranged to allow for social distancing.
- We will be introducing greatly enhanced daily cleaning routines including regular cleaning of frequently touched surfaces.
- We will be promoting good hygiene practices with children and staff to include more frequent hand washing and adopting the 'catch it, bin it, kill it' approach.
- The activities and resources provided will be adapted for hygiene reasons and ease of cleaning.
- Where the weather allows, staff and children will spend as much time outside as possible.
- We will be introducing contactless signing in (removing the requirement to sign paper registers).