



BRIDGES CHILDCARE
CONTRACT WITH PARENTS/CARERS

Childs Name: Date of birth:

'I have read and agree to the policy and guidelines set out in this booklet and wish to apply for a childcare place at Bridges'.

Signed by Parent/Carer.....

Print Name:

Signed by Bridges Manager/Headteacher.....

Date of Contract..... Start Date of Care.....

If Parents or Carers are concerned or find some aspects of the day-care unsatisfactory, please contact a senior member of staff on duty who will deal with the matter. If it is not resolved in this way please refer the matter to the Headteacher or the Local Governing Body, details can be obtained from the School Office.

The Ofsted telephone number is 0300 1231231.

I understand that any Carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department.

Social Services telephone number is 0800 833408.

Signed..... Parent/Carer

Date.....

Child protection statement

PLEASE NOTE: Before admission of your child into Bridges a Registration and Admission form must be signed and passed to Bridges to be kept on file. We will only share any relevant information about your child to third parties if we have any concerns for safeguarding or welfare.



APPLICATION FOR ADMISSION - BRIDGES 20/21

Child's Name: Date of birth:

Email:

I wish to apply for a place for my child to attend Bridges. I understand that the cost will be £4.00 per hour per child and that I will be charged a minimum of one hour's full care and every fifteen minutes thereafter.

Fees must be paid monthly in advance. If you wish to pay weekly, please contact Bridges/Deepa Chandrasekaran to pre-arrange.

You will be contacted by the Bridges Manager to confirm any spaces booked.

Start Date:

Please state exact times and days required within the following sessions.

	Breakfast Childcare <i>(Put a tick in relevant box)</i>		After School Childcare Between 3.15pm and 5.30pm (£4.00 per hour)	
	7.30-8.30am (£4.00)	8.00-8.30am (£2.75)	From	To (please state time)
Monday			3.15pm	
Tuesday			3.15pm	
Wednesday			3.15pm	
Thursday			3.15pm	
Friday			3.15pm	

Children are provided with a drink and healthy snack during the session. Hot teas are provided to all children that attend Bridges after 4.30pm, this is given to the children in the school hall.

If your child has special dietary needs, please ensure this is discussed with staff at an early stage to enable appropriate provisions to be made.

As a parent, we ask that you sign and agree to the behaviour expectations at Bridges, details can be found in the attached 'Information Booklet to Parents'.

All care applied for on this form is for term time only.

Please refer to 'Bridges Childcare – Information Booklet for Parents/Carers' for further details.

Signed: Parent/Carer

Print Name: Date:



BRIDGES - CONTACT INFORMATION FORM 20/21

Child's Name..... Date of birth.....

Sex..... Religion..... Ethnic Origin.....

Child's First Language..... Disabled: YES / NO

Home Telephone..... Mobile.....

Home Address:

..... Post Code..... Email.....

Mother's Name.....

Father's Name.....

Place of Work.....

Place of Work.....

Work Tel No:

Work Tel No:

Emergency Contact

Name:

Family Dr's Name.....

Address.....

Surgery.....

Tel:

Tel No:

Should it not be possible to contact you in an emergency, do you agree to allow the supervisor to take action and make decisions on your behalf, acting on expert medical advice?

Relationship to Child.....

YES / NO

Essential Medical Information.....

Any Special Dietary Requirements.....

Please supply the names of all the people that are authorised to collect your child(ren):

Name:	Relationship to Child	Contact Numbers:

Do you agree to allow your child to be taken on short trips by the staff of Bridges (e.g., park or shops)? YES / NO

Do you give permission for your child's photograph to appear in newspaper articles relating to Bridges? YES / NO

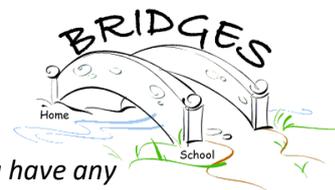
Do you give permission for your child's photograph to appear on the school's website? YES / NO

I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department. Please refer to Contract Booklet for further information.

Signed Parent/Carer Date:

GDPR AND PRIVACY NOTICE

Hanwell Fields Community School values the personal information entrusted to us and will process personal data in accordance with the principles set out in the General Data Protection Regulation (UK GDPR). It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct.



The school is entitled to collect this information under the provisions of the UK GDPR. If you have any questions concerning the completion of this form, please contact the headteacher or the school Office. Hanwell Fields Community School will collect and hold information on this form for administrative purposes only. We will hold this information for no longer than is necessary.

If you would like to see the school's full privacy notice, this is accessible via the school's website @ www.hanwellfieldscommunityschool.org

The data controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170.

The Company Secretary, Alison Hussain, is responsible for ensuring that the Group complies with the Data Protection Law. She can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

Pupil Code of Conduct Contract

Code of Conduct in Bridges

I understand the consequences if I, the pupil, do not adhere to the following behaviour in relation to Bridges.

1. I must follow all instructions given to me by any member of staff or other adult who is part of the Bridges Team.
2. I must not behave in a way that seriously jeopardises the safety or participation of other students.
3. I must not do anything to put myself or others at risk.
4. I must follow the same rules of behaviour that are set out in the normal school day.
5. I will at all times act with courtesy and consideration for others and do my best to be a role model for the other children in Bridges.

Any instance of repeated unacceptable behaviour may lead to the Bridges Manager informing my parent/guardian and resulting in me being sent home. The responsibility for paying for that session lies with my parent/guardian. I may jeopardize my chances of being able to use Bridges after school care. The Manager has the right to refuse my entry into Bridges and finish the contract of care.

I..... accept that I must follow the rules and guidelines set down by Bridges and to behave in a way that is acceptable for myself and to others.

Signed by Pupil.....

Date.....

Parent/Guardian.....