

The Bee Hive Club - Application Form - Orchid Vale. January 2018

Child's Last Name	Child's Preferred First Name	Class	
Child Legal First Name (If different)	Child's Middle Name	DOB	Boy/Girl
First Language	Religion	Ethnic Origin	
Home Address	Billing Address if Different	Those with Legal access	
Post Code		If a court/custody order is in place for your Child please let us know by indicating here <input type="checkbox"/>	
Home Phone	Email	Collection Password	

Emergency Contacts & Relationship to child

Main Carer Name	Main carer Work Place	Main carer Address
Relationship		
Phone	Main carer Work Phone	
Main carer Mobile		
2nd Person	2nd Person Work Place	2nd Person Address
Relationship		
Phone	2nd Person Work Phone	
2nd Person Mobile		
3rd Person	3rd Person Work Place	3rd Person Address
Relationship		
Phone	3rd Person Work Phone	
3rd Person Mobile		
4th Person	4th Person Work Place	4th Person Address
Relationship		
Phone	4th Person Work Phone	
4th Person Mobile		

(It is assumed that any of the above named persons will be allowed to collect your child in an emergency)

Do you give permission for the following without having to contact you first. Enter Yes or No

Plasters <input type="checkbox"/>	Face Paint <input type="checkbox"/>	Photographs displayed in the club <input type="checkbox"/>	Photographs displayed on Club Web site <input type="checkbox"/>
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I consent to my child being given emergency medical treatment deemed necessary by the club during the running of the club without the club having to notify me first	<input type="checkbox"/>
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I authorise the play staff to sign a written consent required by the hospital authorities if the delay in getting the parent/guardian signature is considered by the doctor to endanger the child's health and safety	<input type="checkbox"/>
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Does your child receive any SEND support at school or School action or school action plus? <input type="checkbox"/>	← If yes please attach a copy of your IEP
Is your child currently or very recently undergone/going assessment for any of the above? <input type="checkbox"/>	

Any dietary information that the staff will need to be aware of i.e. Food Allergies (nut etc...)/ Vegetarian/ Cultural
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Does your child have any known illness, allergies or long term medical needs that the staff will need to be aware of? If so Please give details and information.
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Does your child take regular medication prescribed by a doctor, dentist, nurse or pharmacist (including inhalers) if yes please detail
If your child takes regular medication do they require help when administering it? <input type="checkbox"/> <small>Please refer to Administering of Medicines section in the information booklet/prospectus</small>

Doctor's Name & Phone	Social worker & Phone
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Please indicate any activities you do not wish your child to take part in.
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Please read as these are the main points and conditions of using the club.

A booking is continuous, until '1 Month Notice' is received in writing by email or letter during Term Time. This 'notice' will be acknowledged by either a letter or email. The Bee Hive Club will not be held responsible for 'notice' not received. It is the duty of the parent/carer to follow up their 'notice' if they do not receive an acknowledgment. It is recommended that written 'notice' is posted by recorded delivery or email. The Notice Period will become effective from the date of receipt, or later if requested, at the club or administration office, Monday—Friday, Term Time only. Cancellation notices received outside of Term Time will be opened, and so commence, on the first Term Time, working day following its receipt. This is especially important for September when the Admin Office will receive & action written notice up to the end of July for cancellation to September. Cancellation or alteration notices received after end of July will be opened and actioned and the notice period will commence from the first day of the next academic year/term and ending 1 Calendar month from that date. (i.e. beginning October.)

Please note that booked session cannot be swapped to another day or cancelled for a day or a week, it is either booked or cancelled. By signing this application you are booking, if successful, the same session every week and promise to pay for every booked session, until cancelled with notice.

Invoices are sent out at the beginning of each month for that month and must be paid by the 13th of that month. A late payment fee of £10 will be added to each account for each invoice paid late, part paid or not paid at all. If you do not receive an invoice by the 6th of the month, at the latest, you must contact the office or the playleader to ask for a copy. Payments can be by cheque, cash, voucher, PayPal or credit card via PayPal. *(If going through PayPal please read the web page as this does cost more. PayPal deduct a percentage and fixed fee before paying the remaining money on to us.)*

If your child will Not be attending a booked session for any reason at all, **You must notify the staff at the club.** This is to stop the staff from having to try and find a child that is not there and from implementing the missing child procedure. This would, if the child cannot be found and we cannot contact you, include calling the police.

You must collect your child by the collection **time booked**. We have staff ratio's to consider, a member of staff could be leaving at 5pm, and so failure to collect by the time booked will incur a £5 charge for every 15 minutes or part thereof past that time.

Please Sign to confirm you have read, understood and agree to this section:

Sign: _____ Print _____

I wish to place the following, continuous, booking.

Commencing on: (Date) _____ (Month) _____ (Year) _____ Club Located at ORCHID VALE

Please write the session end time required in the box →	Day	Monday	Tuesday	Wednesday	Thursday	Friday
	Finish Time required					

Club	Orchid Vale	
Session End Time & Cost	5.00pm = £8.05	5.45pm = £10.60

If your booking is successful you still have the right to cancel this contract within 14 days of the date of our acceptance without giving any reason. To exercise the right to cancel, you must inform us of your decision to cancel in a clear statement, in writing. This can be handed to a member of staff at the club, emailed or posted to the address below. Please follow up your cancellation if it is not acknowledged immediately as it may not have been received and so may not apply if not received within the 14 days. N.B. If you commence use of the club before the 14 day right to cancel has expired you are waiving your statutory right to cancel and the contracted months notice period will then apply.

Please be aware that the Terms and Conditions may change from time to time and although we will keep you informed by newsletter, there may be some time between the change and the newsletter. Therefore it is your responsibility to keep checking the website for any changes that may effect you.

If you do not understand or are unsure of any point for any reason do not sign and ask questions first.

By signing I confirm that I have received a Prospectus, visited the website, www.thebeehiveclub.co.uk, read, understand and agree to be bound by the terms and conditions of The Bee Hive Club.

Signed: _____ Print: _____ Date: _____

Full terms and conditions are available from www.thebeehiveclub.co.uk

Send Form to: The Bee Hive Club, 4 Rickyard Cottages, Broad Hinton, Swindon, Wilts, SN4 9PS.

All Information given here will be held in accordance with Data Protection.

Bee Hive After School Club Menu***Please complete this form and return with your application.***

From 13 December 2014, the EU Food Information for Consumers Regulation (EU FIC) came into force. This meant that we changed the way we provide information to parents regarding the food that children are given to eat.

From that date we were legally obliged to inform you in advance of the allergenic ingredients that food contains in compliance with EU FIC.

The simplest way for us to monitor this was to provide a menu which lists the options we offer to the children over a week. Within this list we continue to swap the daily choice around so that the children, who for example only attend on a Monday, do not always have Pasta.

Please note that:

- children who attend school organised activity clubs (e.g. ballet, football.....), and arrive late to our session, will normally be offered toast
- we also maintain daily checks to ensure that the pre-packed products ingredients do not change
- our menu is only a snack menu and not intended to be a replacement for a full meal
- should children have a specific dietary requirement, and the food we offer not be suitable, we request that parents provide the food which meets their specific need, which we can then give to them as an alternative

Therefore we have to ask you **to confirm that we can offer these options to your child.**

		Allergen List – as detailed on EU FIC	Please tick here to confirm that your child is <u>not</u> allergic to this product? <i>Please remember that this is not a 'my child does not like this' list as your child can tell us this on each day!</i>
Cream of Tomato Soup		Milk	
Tinned Spaghetti in Tomato Sauce		Cereal containing Gluten	
Pasta		Cereal containing Gluten	
Chicken Noodles		Celery, Cereal containing Gluten, Nuts, Sesame Seeds, Soya	
Tinned Baked Beans in Tomato Sauce			
Seedless Raisins			
Tinned Pineapple in Light Syrup			
Tinned Peaches in Light Syrup			
Tomato Ketchup		Celery	
Cooked Ham			
Grated Cheddar Cheese		Milk	

Vitalite Dairy Free Spread			
Pizza		Cereal containing Gluten, Milk	
Wholemeal Sliced Bread		Cereal containing Gluten, Soya	
Potato Waffles			
Chleb Polski (Polish Bread)		Cereal containing Gluten Produced in factory which uses Nuts & Seeds	
Fresh Oranges			
Fresh Melon			
Fresh Apples			
Cheese and Onion Roll		Wheat, Egg, Milk & Mustard	
Mini Wrap		Wheat	
Cheese Slices		Milk	
Fresh Cucumber			
Fresh Tomato			
Fresh Carrot			
Fresh Pear			

Child's Name Date

Parents Name..... Sign

I confirm that my child can eat the foods ticked above and I understand should this change that I am obliged to inform the After School Club immediately.

Please make sure that this form is returned with your application as without it we will only be able to offer fresh water.