

# OTIS the Owl Club Admission Form

Private & Confidential

Please complete this form if you would like your child to access Somerville's breakfast club or after school club. A registration email will be sent to the OTIS club manager and they will get in touch to inform you of availability and when your child can start.

Please note: We currently do not have places in the OTIS the Owl Club for any child aged 8 and below in the before or after school club provision due to ratio requirements. However we still have places available for any child aged 9 to 11 years old.

Last updated 1st October 2021.

DAYS	A.M. 08:00 to Start of school	P.M. After School to 17:45	<u>Price List</u> Breakfast club: £2, LAST entry 8.30am.  Afterschool: £8.00 for After School Club until 5.45pm a registration fee of <b>£10</b> (non-refundable) is required per child/family.  Please note that the club is only open on 190 school days each academic year and follows the same pattern of the school term time dates. If the school closed in a critical incident or as an extraordinary day of closure the club may not be available.
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
Date Starting:			

Services required: (please tick)  Breakfast Club  After-school Club

## Child's Details

Child's Full Name:	Class Year:    Class:
Date of Birth:	
Gender:	
School:	Somerville Primary School.
Ethnicity:	
Religion (if any):	
Languages Spoken:	
Details of any Significant Health Issues (physical disabilities statement):	
Details of any Special Education Needs:	

Details of any Special Dietary Requirements; or Allergies	
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**Parents/Carers Details**

1. Name of Parents/Carers:	
Home Address:	
Telephone Number:	
Mobile Number:	
Email Address:	
2. Name of Parents/Carers:	
Home Address:	
Telephone Number:	
Mobile Number:	

Other Emergency Contact Details:	
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**Name of Persons Authorised to collect your child in the event you are unavailable (16+)**

Full Name:	
Contact Number:	
Relationship:	
Full Name:	
Contact Number:	
Relationship:	
<b>Collection Password:</b>	

**Doctors Details**

Doctors Name:	
Surgery Name:	
Doctors Address:	
Telephone Number:	

**IMPORTANT: Please read the following Terms and Conditions**

If your child has any medical requirements, you must inform OTIS the Owl Club e.g. if the child has asthma, we must have an up to date inhaler. If we do not have the medical requirements this can lead to us suspending your child's place until we receive all necessary medication or inhalers.

Safeguarding is paramount to the staff in OTIS the Owl Club and we ask that you take time to read these basic terms and conditions. More detailed policies are available on Somerville Federation website.

When the primary carer is unable to collect the child from OTIS the Owl Club and the alternative person to collect is not on the authorised persons list we do insist on you giving us permission for a suitable person to collect the child. We will ask for a password and brief description of the person collecting the child.

Late or non-payment of fees will jeopardise your child's continued attendance at OTIS the Owl Club. Our Club is a service and we hold the right to refuse this service if payment is not received in advance of your child attending. You will be given one week's notice to make payment if you are in arrears and if no payment is made, your allocation will be suspended.

If your child is not attending club, you must inform a member of staff at OTIS the Owl Club. You will be charged for the sessions you have booked.

Late collection of your child after 17:45 will result in a penalty fee of £10 per child. Late collection after 18:00 will result in the penalty fee of £10 per child plus £5 for every five minute segment passed 18:05 you or the authorised person is late. Late collection charges will need to be paid prior to the next day of your child's attendance at the OTIS the Owl club. Non-payment of a late charge will result in suspension of the service until payment of the late charge is received. We understand that at times parents and carers may be late due to circumstances out of their control, however three late collections after 18:00 will result in your allocation being suspended. In exceptional circumstances the late charge will be waived.

Persistently not following instructions, poor behaviour, physical violence or bullying will lead to the child being excluded from the club. We will be strict with this policy as every child has the right to play in a safe environment.

I hereby give consent for my child to take up a place at the OTIS the Owl Club, according to the terms and conditions set out in its policies and procedures (that are available on the school website). I have understood the expectations and obligations relating to both myself and the club, and agree to abide by them.

I promise to contact OTIS the Owl Club Management as soon as any of the details change.

By submitting this form online I am confirming that the information given above is correct, I accept the terms and conditions as well as the policies which are viewable on the Somerville Federation website.

Once your form is FULLY completed, submitted and the fee of £10 (non-refundable) for each child has been received by the school office your child will either be offered a place or placed on the waiting list. If your child has any medical requirements, you **must** inform OTIS the Owl Club e.g. if the child has asthma, we **must** have an up to date inhaler. If we do not have the medical requirements this can lead to us suspending your child's place until we receive all necessary medication or inhalers.

**Signature of Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have any questions or comments please get in touch with OTIS the Owl Club staff  
Tel: 0151 638 5074.

**Office Use Only**

Date received: ...../...../.....	Registration fee of £10 if ASC. <input type="checkbox"/> Cash/ cheque* (Chq number :.....)	Form fully completed <input type="checkbox"/>	Print Name:	Signature:
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## OTIS the Owl Club Permission Requests

To help support our service we ask families to give permission for their children to participate in various activities. Each section needs to be signed and explains why permission is being sought and what the school's responsibilities are.

**FOLLOWING THE CHANGES IN GOVERNMENT POLICY THESE PERMISSIONS WILL NOW BE EFFECTIVE FOR THE FULL TIME THAT YOUR CHILD IS ENROLLED AT OTIS the Owl CLUB.**

In addition to this, we also ask families to complete our E-safety permission forms.

<b>Name of Child:</b>	<b>Date:</b>
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<b>Child's School: Somerville Primary</b>	<b>Year:</b>
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<b>1. Permission for our children to travel on coaches and buses as part of club trips</b>					
Why is permission being sought?	What are the school's responsibilities?				
<ul style="list-style-type: none"> <li>Occasionally we use transport to take our children to visit museums, art galleries and other places of local interest as part of our play activities during holiday times.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that a full risk assessment is undertaken.</li> <li>To supervise children at all times.</li> <li>To ensure that all buses and coaches are fitted with seatbelts.</li> <li>To have the children back at school during allocated collection time.</li> </ul>				
<p>I give permission for my child to participate in supervised visits using approved coach or bus travel.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%; height: 40px;"></td> </tr> <tr style="background-color: #cccccc;"> <td style="text-align: center; padding: 5px;"><b>Signature</b></td> <td style="text-align: center; padding: 5px;"><b>Name</b></td> </tr> </table>			<b>Signature</b>	<b>Name</b>
<b>Signature</b>	<b>Name</b>				

<b>2. Permission to walk children in the local area for supervised visits and trips</b>					
Why is permission being sought?	What are the school's responsibilities?				
<ul style="list-style-type: none"> <li>To help support our play activities we visit local places of interest including parks, the library, the beach etc.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that a full risk assessment is undertaken of the route that we are walking including any crossing points.</li> <li>To supervise children at all times.</li> <li>To have at least one adult for every eight children under 7 and one adult for every ten children 7 to 11.</li> <li>If it is dark we make sure that our children are wearing visibility jackets.</li> </ul>				
<p>I give permission for my child to participate in supervised visits to the local neighbourhood</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%; height: 40px;"></td> </tr> <tr style="background-color: #cccccc;"> <td style="text-align: center; padding: 5px;"><b>Signature</b></td> <td style="text-align: center; padding: 5px;"><b>Name</b></td> </tr> </table>			<b>Signature</b>	<b>Name</b>
<b>Signature</b>	<b>Name</b>				

### 3. Permission for my child to be filmed or photographed in OTIS the Owl Club

Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> <li>We use photography and video throughout the service. Children may use it to film their play performance or take photographs for art activities etc.</li> <li>We also use photographs to celebrate achievements in club.</li> <li>So that parents and children can film <u>authorised</u> events (award ceremonies, plays etc.)</li> <li>We celebrate our activities sharing image on the school's website and OTIS the Owl Club's Facebook Page. We will never publish photographs and children's names together.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that all photographs/videos are appropriate</li> <li>To ensure that all photographs and videos are stored securely on password protected computers or encrypted memory pens.</li> <li>Not to pass any photographs or video on to any 3<sup>rd</sup> party without parental permission.</li> <li>To ensure that children's names are not printed next to photographs.</li> <li>To ensure that all parents and carers are fully aware that photographs and videos taken at <u>authorised events</u> cannot be published on Internet sites including Facebook and other social networking sites.</li> </ul>	
I give permission for my child to be photographed or recorded as part of club activities and that they may be used on club social media.		
	<b>Signature</b>	<b>Name</b>
I understand that any photographs or recordings that I take at authorised school events (performances, sports day etc) cannot be posted or shared on Internet sites or social networking platforms.		
	<b>Signature</b>	<b>Name</b>

### 4. I give permission for my child to participate in food tasting activities.

Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> <li>Food tasting and making is part of the National curriculum. It is used in Design and Technology and to promote experiences of other cultures and countries.</li> <li>We want our children to participate in these sessions and enjoy the experience with their classmates.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that we check all children's dietary needs and requirements.</li> <li>To ensure that we prepare and store all food correctly.</li> <li>To encourage children to participate but never to force them to eat.</li> </ul>	
Please list any allergies, dietary requirements (no pork etc) or food intolerance that your child may have below:		
I give permission for my child to participate in food tasting activities.		
	<b>Signature</b>	<b>Name</b>