

LPF – Kiddies Club

 Community Interest Company

 Out of School Club and Summer School

 Making learning meaningful and fun

Registered Company No: 8645341

CLUB MEMBERSHIP AND REGISTRATION PACK

LPF – Kiddies Club

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**LPF KIDDIES CLUB CIC: MEMBERSHIP AND REGISTRATION PACK**

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**ABOUT LPF KIDDIES CLUB CIC**

LPF Kiddies Club (CIC) is a non-profit Out of School Club and Summer School based in The Royal Borough of Greenwich. We work closely with families and their children aged between 5 and 14 years old who attend school specifically in the Woolwich, Plumstead, Abbey Woods, or Thamesmead areas. Our focus is to develop the confidence, skills and potential of the children we work with to enable them to recognise opportunities, keep themselves safe from the risk of exploitation, grooming or gangs and to make positive life choices. We aim to equip young people with the knowledge and skills needed to; raise their attainment levels, excel in their studies, obtain life skills, build resilience and gain the confidence needed to utilise the skills learnt to overcome barriers to their achievement.

We run an out of school club which operates during most school holidays and some term times. We provide low costing fun, educational enrichment programs, community events and outings in safe and nurturing environments where children from the local community can come together to develop their learning skills, build strong friendships and create lasting memories that they will cherish for a life time.

Our club is fully inclusive and accessible to those who may not necessarily be able to access these types of services because of social, economic or cultural barriers. We work to encourage social interaction among the members of our local community and support our child to understand their social responsibility. We deliver sessions where the parents are brought into the learning environment and are encouraged and supported to be an integral part of their child’s learning experience and we also offer a range of workshops and services for parents.

We support parents in providing their children with opportunities, life experiences and high quality educational tuition which they would not ordinarily be able to afford to ensure that their children are on a more equal footing with their more well off counter parts. We aim to have a significant impact on the lives of disadvantaged children, address barriers preventing them from achieving and support positive family environments.

We deliver an educational enrichment programs centred on literacy, numeracy, STEM and life skills development with a curriculum of educational activities, outings and projects that enables the child to develop their skills at their own pace whilst being stretch to reach their fullest potential. The course structure is personalised to meet the needs of each individual child and is child led.

The program aims to achieve the following outcomes:

* Help children to fall in love with learning
* Promote a sense of achievement and well being
* Increase the child’s attainment levels
* Increase their self esteem
* Generate more positive attitudes towards learning

We want to ensure the children leave our club at aged 14 feeling empowered to learn, that they have achieved success and that we have transformed their future chances.

The emphasis for your child is always on MAKING LEARNING MEANINGFUL AND FUN.

You will find everything you need in this pack to register your child/ren with LPF Kiddies Club but, if you do need any assistance or would like further information then please feel free to contact us

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**HOLIDAY CLUB SESSIONS**

Holiday club sessions run during the school holidays except the December half term and consist of a variety of outings and activities from cooking, swimming, arts and crafts, science club or book club. We go on regular trips, create unique learning experiences and host special events for the club children, their families and the community as a whole.

We have regular club days Monday to Friday and club time are 9.30am till 3.30pm but drop off and collection times may vary dependent upon the days scheduled activities. We do offer an extended time service between 4 and 6pm which is charged at an additional rate per hour on club days when we finish at 3.30pm. Additional charges may be occurred for trips, events or special activities but you will be notified in advance if this is the case.

Registered club members will be sent information about the programme of events for each school holiday no less than 1 week before the school holidays begin which will outline a time table of what will be on offer, special requirements and booking details.

Children will be required to have the following every club day:

* Suitably dressed for the weather
* Sensible walking shoes
* Sun protection where needed
* Oyster card with money for travel (over 11) if we are traveling by train
* Packed lunch with a drink, extra water and evening snacks

**ATTENDANCE**

Please encourage children to be punctual to club, all children are expected to arrive on time and be collected on time each day.

**MOBILE PHONES AND VALUABLES**

Children are allowed to have their phones on them during holiday club to contact home in emergencies or to confirm travel arrangements but will not be allowed to use them during club activities unless given permission to do so. We ask that children do not bring pocket game consoles, expensive jewellery or any other valuable items to club as we don’t accept responsibility for any loss or damages.

**DRESS CODE**

We ask that children be dressed appropriately for the day’s activity also taking into consideration the weather

Clothing must be sensible, modest and practical for the activities- bare midriffs and spaghetti straps are not permitted

Girls are not permitted to wear make-up, artificial nails, and false eyelashes or colour contact lenses

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**LPF KIDDIES CLUB CIC REGISTRATION FORM – CONFIDENTIAL PERSONAL DETAILS**

|  |
| --- |
| **My child is aged between 5 and 14 years old and wishes to register for one year with LPF Kiddies Club CIC’s** Please read the form carefully, and fill it in if you would like your child/ children to be a club member for this CLUB year. You will need to complete one form for each child you would like to register so please make photocopies if needed. Please complete in block capitals and return the signed form to Carmel Britto with any payments due. |

**Childs First name: Surname: Boy** [ ]  **Girl** [ ]

**Age:** Choose an item. **D.O.B: Home Address:**

**Town: Postcode:**

**School attending: Borough living in:**

**Year Group:**Choose an item. **looked after child: Yes** [ ]  **No** [ ]  **Ethnic Origin: Nationality: Home language: Religion:**

**Mobile Number (for over 13)**

**Parents/guardians Name: Relationship to the child:** Choose an item.

**Mobile: Home: work:**

**Email:**

**Parents/guardians Name:** **Relationship to the child:** Choose an item.

**Mobile: Home: work:**

**Email:**

**LPF KIDDIES CLUB CIC EMERGENCY CONTACT INFORMATION**

If an emergency occurs at the club it may be necessary to contact a parent/carer or one of your emergency contacts during the session. Please indicate below where each contact may be reached during club hours. The above parent will be the first person we call in case of an emergency, please list who we should call if we are unable to contact you. Any person collecting your child from the Club must be over 16 years of age

**1st Emergency Contact Name:**  **Relationship to the child:** Choose an item.

**Mobile: Home: work:**

**2nd Emergency Contact Name: Relationship to the child:** Choose an item.

**Mobile: Home: work:**

Please confirm who has Parent Responsibility for your child/rens Full Name:

It is necessary under the Children Act 1989 for LPF Kiddies Club CIC to know who has Parental Responsibility for your child/ren

**You don’t have to complete this section but it would help us to offer a more beneficial service to your family if you do**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Are there and professionals or agencies working with your children or family?** eg social servicesYes[ ]  No[ ]

**If yes please specify Do you give permission to contact them if necessary?** Yes[ ]  No[ ]

**Are any of your children subject to a child protection order?** Yes[ ]  No[ ]

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**DECLARATION:** I hereby declare that all the information I have given is true and to the best of my knowledge. I have read the form and agree with all the terms and conditions. I give permission for my child to attend the LPF Kiddies Club and we will abide by the rules and regulations as set out by LPF Kiddies club.

Print name: Signature……………………………....................... Date: Click or tap to enter a date.

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**LPF KIDDIES CLUB CIC MEDICAL / ALLERGIES / DIETRY REQUIREMENTS**

|  |
| --- |
| **Name of Family Doctor**: **Doctors telephone number**: **Doctors** **Address:** **MEDICAL** Please check all those that applyDoes your child require help with mobility? Yes [ ]  No [ ]  If you have answered yes please give details: Does your child have a medical condition that we should know about? Yes[ ]  No[ ] If you have answered yes please give details Does your child take any medicines regularly? Yes[ ]  No[ ] List Medications: Does your child have any health conditions, medical requirements, disabilities, behaviours or impairments, if yes please give details? **DECLARATION**: My child requires regular medication; I have completed a letter of authorisation for a named first aider at LPF Kiddies Club to administer my child’s medication and I have given clear written instructions on medication to be taken, dosage and intervals. (please note we reserve the right not to accept responsibility to administer any medication)**Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**  **DISABILITIES** Does your child have any disabilities? Yes[ ]  No[ ] If you have answered yes please give details: Does your child have special educational needs? Yes[ ]  No[ ] If you have answered yes please give details: **ALLERGIES**Does your child have any allergies? Yes[ ]  No[ ] If you have answered yes please give details: **DIETRY REQUIREMENTS**Does your child have any food allergies? Yes[ ]  No[ ] If you have answered yes please give details: Does your child have any special dietary requirements? Yes[ ]  No[ ] If you have answered yes please give details: Is there any food your child dislikes? Yes[ ]  No[ ] If you have answered yes please give details: Is there anything else you think we need to know about your child’s health I am happy for these details to be entered into a database, on condition that they will only be used in connection with the youth and children’s work of this borough.Yes[ ]  No[ ] **DECLARATION:** I hereby declare that all the information I have given is true and to the best of my knowledge. I have read the form and agree with all the terms and conditions. I give permission for my child to attend the LPF Kiddies Club and we will abide by the rules and regulations as set out by LPF Kiddies club. **Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**   |

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**LPF KIDDIES CLUB CIC BEHAVIOUR CODE**

LPF Kiddies Club will not tolerate any acts of racism, bullying, abuse or assault on any member of our team paid or unpaid or any of the children who attend our clubs, activities or event and will work to ensure such acts are dealt with to the fullest of our power.

We are here to provide the best services possible but in doing so we will not tolerate abusive or aggressive behaviour from our customers, staff or club children. Such behaviour will not enhance our service but rather the contrary.  We refuse to deal with people who assault our staff and or club members or who continue to be abusive or aggressive when asked to behave reasonably.

**Definitions**

We define abusive or aggressive behaviour as any behaviour which produces damaging or hurtful effects, physically or emotionally on other people. This definition is not exhaustive but would include:

* verbal abuse including name calling
* bullying, shouting or swearing
* threat of any of the above
* assault - resulting in injury or not
* Assault using a weapon or other instrument
* sexual assault
* injury caused by pets e.g. dogs
* threat of harm to property or family
* racial or sexual abuse

**LPF KIDDIES CLUBD BEHAVIOUR CODE**

Please discuss our Behaviour Code with your child/ren and ask them to sign it

1. We will not hurt each other PHYSICALLY or VERBALLY

2. We will be kind to each other in what we say and do.

3. We will be helpful to each other

4. We will be polite and respectful to each other, Club Staff and Visitors.

5. We will talk quietly to each other and not shout.

6. We will listen to each other and Club Staff, especially when they are giving instructions.

7. We will walk around and play quietly inside the Club and respect that Staff may be working.

8. We will not leave the club and go outside on our own or wonder off during trips.

9. We will not go out of sight of Club Staff inside or outside.

10. We will look after and respect Club toys, resources and equipment.

11. We will tidy our toys and equipment away after use and when instructed.

12. We do not like bullying or bullies and will report them immediately.

13. We will not touch plug sockets, electrical equipment, sources of fire or windows.

14. We understand that foal language, verbal abuse, aggressive behaviour, assault on another child or member of staff will result in immediate dismissal and possible exclusion from the LPF Kiddies Club.

**CHILD NAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENTS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**LPF KIDDIES CLUB CIC CONSENT TO TAKE YOUR CHILD ON DAY TRIPS AND LOCAL VISITS**

LPF Kiddies Club will from time to time organise outings and trips for children. Information concerning these activities will be relayed to you by letter, or directly discussed with you in advance of the trip. In some instances we may take the children on local trips which involve little to no travel and will be of benefit to your child without prior notification as part of activities taking place within the club such as a trip to the local park or shops. However, in order for club members to take your child on any activity that is not within walking distance it will be necessary for you to give your consent. Please can you complete the form below indicating the level of the consent you wish to give LPF kiddies Club.

**Please note the following important information before signing this form:**

* The trips and activities covered by this consent include; all visits (including residential trips) which take place during the holidays or a weekend.
* The club will send you information about each trip or activity before it takes place
* You can, if you wish, tell the club that you do not want your child to take part in any particular trip or activity
* Written parental consent will not be requested from you for the majority of off-site activities offered by the club – for example, visits to local amenities, local parks or shops.

I hereby give my consent for LPF Kiddies Club to take my child on any trip organised by LPF Kiddies Club on the understanding that I am made aware in advance of any cost to myself. I also give my consent for my child/ren

1. To take part in club trips and other activities that take place off club premises Yes[ ]  No[ ]
2. To be given first aid or urgent medical treatment during any club trip or activity Yes[ ]  No[ ]

**Childs Name**:

**Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**

**LPF KIDDIES CLUB CIC CONSENT FOR PHOTOGRAPHS /VIDEO**

|  |
| --- |
| We would like to take photos, recorded audio and video during the holiday club for the purpose of marketing, our album, social media pages and the clubs website. We would also like to make live video recordings with the children during club activities, trips and events. Please sign below if you are happy for your child’s image to be used in theses ways. **Do not** sign if you are not happy for us to do this. (Please tick where necessary)* I give consent for photos of my child to be taken, for use in LPF Kiddies Club publications [ ]
* I give consent for my child to take part in video – filming as part of LPF Kiddies club activities [ ]
* I understand that I will not receive any financial compensation for any pictures or videos taken [ ]

**Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**   |

**DECLARATION:** I hereby declare that I have read this pack in its entirety and I understand all that I have read. I declare that all the information I have given is true and to the best of my knowledge. I have read the form and agree with all the terms and conditions. I give permission for my child to attend the LPF Kiddies Club and we will abide by the rules and regulations as set out by LPF Kiddies club.

**Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**

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**LPF KIDDIES CLUB CIC MEMBERSHIP PAYMENT FORM**

**Childs First name: Surname: Boy** [ ]  **Girl** [ ]

**Age:** Choose an item. **D.O.B: Home Address:**

**Town: Postcode:**

**School attending: Borough living in:** Choose an item. **Parents/guardians Name: Relationship to the child:** Choose an item.

**Mobile: Home: work:**

**Email:**

Does your child already have siblings registered on an active membership with our club? Yes[ ]  No[ ]

If yes what is the siblings name?

Are you registering membership for more than one child (between age of 5 - 14) with our club?Yes[ ]  No[ ]

**If yes, children must be siblings living at the same address, please list below the full names of all the children in age order**

1st child’s full name: **Age:** Choose an item.

2nd child’s full name: **Age:** Choose an item.

3rd child’s full name:  **Age:** Choose an item.

4th child’s full name:  **Age:** Choose an item.

5th child’s full name:  **Age:** Choose an item.

6th child’s full name:  **Age:** Choose an item.

**You will only need to complete one annual membership payment form per family**

**Please complete your membership payment form in the name of the eldest child you wish to register with LPF Kiddies Club.**

**Please use the eldest child’s full name as a reference for all future payments to the club.**

**Please complete a separate membership form for each child you are registering with the club**

**Club membership is for a 1 year period of September to July**

**MEMBERSHIP FEES**

1 year’s club membership per family of up to four children aged between 5 and 14 years old £35

1 year’s club membership for a family of more than four children aged 5 to 14 years old £50

**HOLIDAY CLUB SESSIONS**

I wish to enrol my children onto the LPF Kiddies Club holiday scheme for alerts on available programmes (free)

Please make all payments into the club’s account

LPF KIDDIES CLUB

**Account: 11484624**

**Sort code: 60-24-26**

Please reference it with the full name of your eldest child registered with our club.

PLEASE NOTE WE DO NOT ACCEPT CASH PAYMENTS AND ALL PAYMENTS MUST BE MADE IN FULL

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* FOR OFFICE US ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

For the period of: Start date: September 20\_\_\_ -End date: July 20\_\_\_ ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This child has \_\_\_ other registered siblings, surnames if different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forms checked by print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payment paid with form YES / NO

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**Booking procedure**

Parents must complete the necessary paperwork, ie registration, medical, booking and photo permission forms, before their children can attend any club activities.

 **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place unless prior notice has been given. One week notice is required if you wish to cancel the place altogether for holiday club activities.

 **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours’ notice. If notice is not given, the place will still be charged for.

 **Late collection charges**

Club day collection time before 4pm there is a charge of £5 per every 30 minutes late after the first 30 minutes late, then £7.50 per 30 minutes late after the first 1 hour of lateness.

Club collection time after 4pm there is a charge of £10 per 30 minutes after the first 30 minutes late, then £15 per 30 minutes late after the first 1 hour

This charge will be added to your child’s account and must be paid in full upon request.

Any child left late to be collected for more than 1hour without contact will be reported to the local authority as a safe guarding concern unless reasonable contact has been made with a member staff

Please ensure that you have fully completed your Registration Pack. Incomplete packs cannot be processed and will be returned to you.

**DECLARATION**

As requested, I return duly signed and or completed the following: (Please check all that apply), along with all payments agreed

* **Registration Form – Personal Details**
* **Emergency Contact Information form**
* **Medical, Allergies and Dietary Information form**
* **Our Behaviour Code**
* **Consent Forms for trips, video and photographs**
* **£35 membership fee or £50 for families with over 4 children**

**I confirm that I have read all the club polices on the website or have received them in writing and will make agreed fees available in advance of my child/rens, first session** (check box to confirm**)** [ ]

**DECLARATION:** As the parent/carer of the child/ren referred to in this Pack I confirm that the information I have given is correct to the best of my/our knowledge. I have read the forms and agree with all the terms and conditions. I give permission for my child to attend the LPF Kiddies Club and we will abide by the rules and regulations as set out by LPF Kiddies club.

**Print name**: **Signed**: ……………………………………… (Parent/ guardian) **Date:**

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**FREQUENTLY ASKED QUESTIONS**

**Is LPF Kiddies Club a childcare provider?**

LPF Kiddies Club CIC is not a child minding Service. We offer interactive clubs which the children can attend on their own as well as clubs where we bring the parent into the child’s learning environment. Children must be accompanied by an adult on all educational trips and outings.

**Will my child/ren need equipment?**

We will provide everything needed for your child/ren to take part in all the activities. However if your child/ren will need any additional equipment to take part in an activity or outing we will notify you in advance. We do ask that when attending our outings that children are dressed appropriately for the weather and have on suitable footwear.

**Who will be looking after my child/ren?**

The safety of all children under our care is our priority and all our staff are fully trained and DBS (CRB) checked. A maximum of 30 children will be able to attend the club at any time except at our community events and on days when we are going out on day trips when children are accompanied by their parents at which time the number of children will be considerably higher and each parent/ career will be responsible for the supervision of their own child/ren. We will maintain a ratio of 8 young people per member of staff at all times.

**How much will it cost to be a LPF Kiddies club member?**

There is a £35 annual membership fee per family. It cost £8 per standard club session during the school holidays for registered children (excluding any additional charges) and £16 for those who are not. You can book your child in for a whole holiday club programme at a time or per one week. We do not ordinarily take bookings on a day to day basis. Additional charges may occur for activities or day trips but we always investigate the least expensive option keeping costs to a minimum.

**How can I book my child/ren on to the club activities?**

Book your child’s place as soon as the timetable is released, places get booked up quite quickly and are allocated on a first pay basis.

**Step 1:** you may contact us to book your child’s places during office hours via one of the following methods

Call 074 2686 8190, Email lpf-kidsclub@hotmail.co.uk

With details of your chil/ren’s full name, the terms or holiday periods you would like your child/ren to attend

**Step 2**: Once you have made your provisional booking you will be contacted with confirmation of your child’s place or an offer for an alternative booking.

**Step 3:** You will then need make payment to secure your child’s place. All payment will need to be made in full and in advance. Please make all payments into LPF KIDDIES CLUB account **ACCOUNT 11484624 SORT 60-24-26** referenced with the full name of your eldest child registered with our club. PLEASE NOTE WE DO NOT ACCEPT CASH PAYMENTS

**How to contact LPF Kiddies Club:**

Office Hours Term time: 10am ­ 6pm Office Hours Holidays: 8am ­ 6.30pm

**Telephone**: 074 2686 8190

**E­mail:**  lpf-kidsclub@hotmail.co.uk

**In writing to**:  LPF Kiddies Club, 89 Ampleforth Road, Abbey Woods, London SE2 9BE