

|                                |  |
|--------------------------------|--|
| <u>Childs Name:</u>            | <u>PAYMENT-METHOD:</u> Cash/Chq/CC/CCV |
| <u>Age:</u>                    | <u>Voucher Provider:</u>               |
| <u>Strathburn or Kellands:</u> | <u>Category 1 Key Worker:</u> Yes No   |
| <u>Will be collected by:</u>   | <u>Parents Profession:</u>             |

**Booking Form Information**

- Please only tick the days/ Sessions that you require This is to ensure your child is booked in for the correct session
- All Fees must be paid in **ADVANCE**
- Booking forms must be kept up to date **Please see the back of the form and input changes Such as Address, Allergies & Medical Information.** We must have up to date information regarding the child.
- You Must Give a FULL 48 Hours' notice to transfer any sessions – The cancelation text number is 07340641537, BOOKINGS ARE NON-REFUNDABLE but can be transferred.
- Care Inspectorate Number – CS2004071741

**Term 2**

| <u>Week Beginning</u>    | <u>Monday</u>          |                         | <u>Tuesday</u>         |                         | <u>Wednesday</u>       |                         | <u>Thursday</u>        |                         | <u>Friday</u>          |                         | <u>Amount</u> |
|--------------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|---------------|
|                          | <u>AM</u><br><u>£9</u> | <u>PM</u><br><u>£11</u> | <u>AM</u><br><u>£9</u> | <u>PM</u><br><u>£11</u> | <u>AM</u><br><u>£9</u> | <u>PM</u><br><u>£11</u> | <u>AM</u><br><u>£9</u> | <u>PM</u><br><u>£11</u> | <u>AM</u><br><u>£9</u> | <u>PM</u><br><u>£11</u> |               |
| <b>January</b>           |                        |                         |                        |                         |                        |                         |                        |                         |                        |                         |               |
| 04.01.2021               | Holiday                |                         | 5 <sup>th</sup>        | 5 <sup>th</sup>         | 6 <sup>th</sup>        | 6 <sup>th</sup>         | 7 <sup>th</sup>        | 7 <sup>th</sup>         | 8 <sup>th</sup>        | 8 <sup>th</sup>         | £             |
| 11.01.2021               | 11 <sup>th</sup>       | 11 <sup>th</sup>        | 12 <sup>th</sup>       | 12 <sup>th</sup>        | 13 <sup>th</sup>       | 13 <sup>th</sup>        | 14 <sup>th</sup>       | 14 <sup>th</sup>        | 15 <sup>th</sup>       | 15 <sup>th</sup>        | £             |
| 18.01.2021               | 18 <sup>th</sup>       | 18 <sup>th</sup>        | 19 <sup>th</sup>       | 19 <sup>th</sup>        | 20 <sup>th</sup>       | 20 <sup>th</sup>        | 21 <sup>st</sup>       | 21 <sup>st</sup>        | 22 <sup>nd</sup>       | 22 <sup>nd</sup>        | £             |
| 25.01.2021               | 25 <sup>th</sup>       | 25 <sup>th</sup>        | 26 <sup>th</sup>       | 26 <sup>th</sup>        | 27 <sup>th</sup>       | 27 <sup>th</sup>        | 28 <sup>th</sup>       | 28 <sup>th</sup>        | 29 <sup>th</sup>       | 29 <sup>th</sup>        | £             |
| <b>February</b>          |                        |                         |                        |                         |                        |                         |                        |                         |                        |                         |               |
| 01.02.2021               | 1 <sup>st</sup>        | 1 <sup>st</sup>         | 2 <sup>nd</sup>        | 2 <sup>nd</sup>         | 3 <sup>rd</sup>        | 3 <sup>rd</sup>         | 4 <sup>th</sup>        | 4 <sup>th</sup>         | 5 <sup>th</sup>        | 5 <sup>th</sup>         | £             |
| 08.02.2021               | 8 <sup>th</sup>        | 8 <sup>th</sup>         | 9 <sup>th</sup>        | 9 <sup>th</sup>         | 10 <sup>th</sup>       | 10 <sup>th</sup>        | 11 <sup>th</sup>       | 11 <sup>th</sup>        | 12 <sup>th</sup>       | 12 <sup>th</sup>        | £             |
| 15.02.2021               | Holiday                |                         | Holiday                |                         | Holiday                |                         | 18 <sup>th</sup>       | 18 <sup>th</sup>        | 19 <sup>th</sup>       | 19 <sup>th</sup>        | £             |
| 22.02.2021               | 22 <sup>nd</sup>       | 22 <sup>nd</sup>        | 23 <sup>rd</sup>       | 23 <sup>rd</sup>        | 24 <sup>th</sup>       | 24 <sup>th</sup>        | 25 <sup>th</sup>       | 25 <sup>th</sup>        | 26 <sup>th</sup>       | 26 <sup>th</sup>        | £             |
| <b>March &amp; April</b> |                        |                         |                        |                         |                        |                         |                        |                         |                        |                         |               |
| 01.03.2021               | 1 <sup>st</sup>        | 1 <sup>st</sup>         | 2 <sup>nd</sup>        | 2 <sup>nd</sup>         | 3 <sup>rd</sup>        | 3 <sup>rd</sup>         | 4 <sup>th</sup>        | 4 <sup>th</sup>         | 5 <sup>th</sup>        | 5 <sup>th</sup>         | £             |
| 08.03.2021               | 8 <sup>th</sup>        | 8 <sup>th</sup>         | 9 <sup>th</sup>        | 9 <sup>th</sup>         | 10 <sup>th</sup>       | 10 <sup>th</sup>        | 11 <sup>th</sup>       | 11 <sup>th</sup>        | 12 <sup>th</sup>       | 12 <sup>th</sup>        | £             |

|            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |   |
|------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---|
| 15.03.2021 | 15 <sup>th</sup> | 15 <sup>th</sup> | 16 <sup>th</sup> | 16 <sup>th</sup> | 17 <sup>th</sup> | 17 <sup>th</sup> | 18 <sup>th</sup> | 18 <sup>th</sup> | 19 <sup>th</sup> | 19 <sup>th</sup> | £ |
| 22.03.2021 | 22 <sup>nd</sup> | 22 <sup>nd</sup> | 23 <sup>rd</sup> | 23 <sup>rd</sup> | 24 <sup>th</sup> | 24 <sup>th</sup> | 25 <sup>th</sup> | 25 <sup>th</sup> | 26 <sup>th</sup> | 26 <sup>th</sup> | £ |
| 29.03.2021 | 29 <sup>th</sup> | 29 <sup>th</sup> | 30 <sup>th</sup> | 30 <sup>th</sup> | 31 <sup>st</sup> | 31 <sup>st</sup> | 1 <sup>st</sup>  | 1 <sup>st</sup>  | Holiday          |                  | £ |

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

Please write below any new details or changes.

**For office use**

Signature..... Date .....

Checked BY..... Date .....

Parents aware of waiting list

Bus charge amount

Voucher payment

## COVID – 19 Policy & Procedure

The main changes to make you aware of are as follows;

- **Physical Distancing** - Staff will remain physically distanced from children where possible. Staff and children being in close proximity for long periods of time will be avoided or will be limited as far as possible, however there may be times where staff need to be close to children, particularly where assistance or comforting is required.
- **Parent Drop-Off for Breakfast Club** – Parents will not be permitted to enter the building and must remain socially distanced from staff members at all times. A staff member will greet your child at the new ELC entrance door and will then escort them to wash their hands. Staff will also be responsible for signing in the children on behalf of the parents.
- **After School Club** – As the guidance states we must keep children in same social bubbles as much as possible, the only viable option we have is to keep the children in bubbles per school. Due to limited rooms and mandatory staff to children ratio's which must be adhered to, numbers will be limited to 19 children per School.
- **Taking children to Activities** – at this moment we are still able to take children through to activities within the sports centre however you **will need to arrange collection** from that activity as will are not in a position to re-collect them after the activity as this will be mixing the bubbles we have created and increase the risk of transmission.
- **Outdoor Sessions** – Please note that children will be outside for the duration of the After School Club session and will only be indoors for staggered snack times or during severe weather. Please ensure you provide suitable clothing for your child for all weather conditions, including a supply of sun cream which your child will be required to apply themselves where possible.
- **Parent Pick-Up for After School Club** - Parents will not be permitted to enter the building and must remain socially distanced from staff members at all times. Staff have been allocated a school bubble and will remain working with the children from that school only until further notice. On arrival to the GSC car park, parents must ring the door bell and wait outside remaining socially distanced and your child will be escorted to you;
  - **STRATHBURN** - Danielle + Scott B
  - **Kellands** – Chloe Th + Sean + Victoria
  - **Uryside** – Scott M + Chloe Ta + Hannah

Staff will also be responsible for signing out the children on behalf of the parents.

- **Pick-up Time for After School Club** – Due to the additional time needed to ensure all resources are cleaned thoroughly, we ask that all children are picked up by **5.30pm we will continue to review this into the new year.**
- **Children's Key Workers** - Please note that the staff mentioned above will also be your child's key workers for their allocated school and will be responsible for ensuring their personal plans are completed and kept up to date. Should you have any concerns or queries regarding your child or have any medical information to pass on, please phone a staff member on the number allocated to your child's school to protect confidentiality as parents are not permitted to have discussions within close proximity to staff at this time. Alternatively you can also contact Aimee (Lead Practitioner) on [aimee.harwood@gariochsports.co.uk](mailto:aimee.harwood@gariochsports.co.uk)

- **Symptoms of COVID-19 at Home** - Parents must check the health of their children before bringing them to the setting each day.

Should a child begin to show any symptoms of COVID-19 (ie. high temperature, a new continuous cough, a loss or change to their sense of smell or taste), parents must follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested on 0800 028 2816 ensuring they mention their childcare arrangements with the GSC.

Children must self-isolate for a minimum of 10 days should they show any symptoms for or test positive for COVID-19.

Children must also self-isolate for a minimum of 14 days if they have been in contact with anyone who has suspected COVID-19.

**You MUST notify the Lead Practitioner or a senior staff member as soon as possible should your child or anyone from their household have suspected or has tested positive for COVID-19.**

- **Symptoms of COVID-19 at the GSC** - Should a child become unwell with symptoms of COVID-19 whilst at the setting, they must notify a member of staff immediately who will collect their belongings and escort them to the reserved well-ventilated changing room. This staff member will then wait with the child whilst their parents are contacted to promptly collect them through the changing room exit door. Parents will be reminded to follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested on 0800 028 2816 ensuring they mention their childcare arrangements with the GSC.

Children must self-isolate for a minimum of 10 days after showing any symptoms for or testing positive for COVID-19.

**You MUST notify the Lead Practitioner or a senior staff member as soon as possible should your child or anyone from their household have suspected or has tested positive for COVID-19.**

- **Outbreak** – Please note that we may need to close the setting to all staff and children at short notice for at least 14 days should an outbreak of COVID-19 (two or more cases within 14 days) occur within the GSC.

Any sessions out with the 48hr Cancellation Policy will be credited on the child's account.

- **Agreement** – The attached Agreement must be completed, signed and returned before your child attends the setting to confirm you have read and understood the changes in place.

Should you have any queries or concerns, please contact Aimee (Lead Practitioner) on [aimee.harwood@gariochsports.co.uk](mailto:aimee.harwood@gariochsports.co.uk) or call 01467 626141 to discuss.

### **Agreement to Changes at the GSC OOSC - COVID-19**

I understand the importance of vigilance regarding COVID-19 symptoms as a source of preventing the transmission of the virus to other children, parents and staff will endeavour to follow any guidance issued by the government and the GSC.

Accordingly, I confirm that:

- I will check the health of my child before bringing them to the setting each day.
- Should my child begin to show any symptoms of COVID-19 (ie. high temperature, a new continuous cough, a loss or change to their sense of smell or taste), I will follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested.
- My child must self-isolate for a minimum of 10 days should they show any symptoms for or test positive for COVID-19.
- My child must self-isolate for a minimum of 14 days if they have been in contact with anyone who has suspected COVID-19.
- I will notify the Lead Practitioner or a senior staff member as soon as possible should my child or anyone from their household have suspected or has tested positive for COVID-19.
- Should my child become unwell with symptoms of COVID-19 whilst at the setting I will collect them immediately and will follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested.
- I agree to my contact details being distributed to the NHS Test and Protect team to allow them to contact me should there be an outbreak of COVID-19 at the GSC.
- I have discussed these changes with my child and have ensured they understand the importance of these measures (eg. enhanced hygiene and not mixing between school bubbles) as much as possible and I understand that if they are unwilling to follow the rules they may not be allowed to attend future sessions.

**Name of Parent/Carer:**

**Name of Child:**

**Signed:**

**Date:**