

Club Owner: Kully Paul
Mobile numbers: 07920761762
Email address: littlemunchkinsclub@outlook.com



Dear parents/guardians,

Thank you for enquiring about our Holiday Club. Little Munchkins Children's Club aims to provide a high quality, affordable and caring environment for your child where primary and junior school aged children can play in a safe and secure environment with trained and skilled staff whenever needed.

What our club offers:

- Provide excellent service for working parents
- To provide a variety of activities for all ages of children to encourage development and learning
- Providing a safe and secure environment for children to fully develop his/hers mental, physical and social skills through the use of different activities
- Good access to the schools facilities such as school hall, playing fields and playgrounds
- We are Ofsted inspected and approved for childcare
- All staff have a valid DBS check and are fully trained and qualified
- We offer regular and occasional places to suit your needs as a parent
- We encourage healthy eating by providing children with fruit twice a day, every day
- We encourage children to respect their peers and staff

Free first session trial:

We aim to provide the best service for yourselves, and want to ensure your child will enjoy coming to Little Munchkins Club. Your child can attend the Club, and their first session will be discounted by £5. So please do come along and let your child enjoy his/her time at our club; Little Munchkins.

This pack contains lots of information including session times, prices and activity timetable. You will also find all the relevant forms you need to complete should you wish your child to attend Little Munchkins Children's Club.

If you require any further information, then please feel free to ring me – club owner – Kully Paul.

Kindest regards,

Kully Paul

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Little Munchkins Terms and Conditions

Session:	Time:	Price:
Morning session	8.00am – 1.15pm	£14.00
Afternoon session	1.15pm – 6.00pm	£14.00
Short day	8.00am – 3.30pm	£22.00
Long day	8.00am – 6.00pm	£24.00

If more than one child attends the holiday club, a £2 discount will be given per session.

Morning snack:

In the morning break, children are given a snack such as toast (jam if wanted) or bread and butter. This is alongside fresh fruit salad and water or squash.

Lunch:

Hot Lunch is provided by Little Munchkins Club around mid-day. All allergens and dietaries are adhered to according the registration forms. There is a meat and vegetarian option alongside vegetables and a selection of cakes with custard and fruit salad is available by choice.

Afternoon snack:

After children have had their lunch at mid-day, they are also given a snack in the later afternoon (after 3.30pm). Depending on the planned snack, they will be given a selection of sandwiches, bread and butter, noodles or beans on toast. Fruit is given every day to promote healthy eating, alongside their choice of snack which is available on the day. This will be followed by outdoor activities, followed by a range of activities inside the club.

Please note that we do not refrigerate lunch boxes if brought in by children.

Absences:

If you have already booked/paid for the sessions, it cannot be refunded, but it can be rebooked for another session instead. If you child cannot attend the session for any reason, then please ring one of the numbers provided above.

Changes and cancellations:

If you do not attend a session without any notice and have not rebooked another session, then you are still required to pay full price for that session.

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Short sessions:

The short sessions which are available for holiday club are from 8.00 to 3.30pm. If your child is collected after this time, then you will be charged for the full session.

Payments:

Payments can be made by cheque or cash or by childcare vouchers. Cheques can be made to Little Munchkins. It would be advised if you can pay on the day or at the end of each week. Payment can be made on the day or no later than the end of each week your child attends.

Peace of mind for Parents:

Little Munchkins Holiday Club aims to provide a high quality, affordable and caring environment for your child where primary school aged children can play in a safe environment with trained and skilled staff whenever needed.

We encourage healthy eating by providing children with fruit on a daily twice a day, and also encourage them to respect their peers and staff. We will provide an Agreement Form before the child attends, emergency contact details and any medical history.

Thank you.

Kully

Little Munchkins Owner

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Registration form

Childs details:

Childs name: _____ D.O.B: ____/____/____

Address: _____

Postcode: _____

Gender: Male/Female

Name of person with Legal Parental responsibility: _____

Emergency contact details: (Two required)

Name: _____

Address: _____

Postcode: _____

Relationship to child: _____

Home number: _____

Mobile number: _____

Daytime number: _____

Does this person have parental and legal responsibility for this child? Yes / No

Name: _____

Address: _____

Postcode: _____

Relationship to child: _____

Home number: _____

Mobile number: _____

Daytime number: _____

Does this person have parental and legal responsibility for this child? Yes / No

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Medical History:

Doctor's name: _____

Doctors telephone number: _____

Allergies: _____

Phobias: _____

Any other medical conditions: _____

Is there any treatment required: Yes/No

If yes, please state: _____

Does your child have any additional needs or disabilities? Yes/No

Any dietary needs: _____

Ethnicity:

Ethnic group: _____

Religion/faith: _____

Home language: _____

Child's interests and hobbies:

Parental permission:

I/we give permission to staff for the following:

	Yes	No
My child's photograph being taken for displays within the club setting		
Staff to apply face painting if it is part of a planned activity in the club		
Staff to apply plasters in the event of an accident/injury if needed		
Staff to apply sun cream if needed		
Staff to seek emergency medical help in the event of an accident/injury		

Print name: _____

Signature: _____

Date: ____/____/____

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Agreement form

The staff at Little Munchkins Children's Club aim to offer all children a high level of care, and also to help stimulate, enhance and challenge their learning to help develop their skills and knowledge. All this can be done by the use of activities we offer within the club premises, which are safe and secure for the children.

To help provide the best possible service to yourselves as parents and to the children attending the club, we ask that you agree to the following statements:

1. I/we will ensure I/we have booked my child/children into club sessions in advance to ensure I/we have secured a place. I/we understand that not doing this may result in a place not being available for the required day.
2. If I/we would like to change to another day instead of the one booked, I/we can inform management staff one day in advance.
3. I/we will ensure that all payments are paid on time as they are my/our responsibility as a parent/guardian. I/we understand that a place will not be available until all arrears are cleared.
4. I/we understand that if I/we am late collecting my/our child/children from Little Munchkins Club, then I/We will be charged for full price session.
5. I/we understand that if my/our child/children have not been collected from Little Munchkins Club, even after several attempts have been made to contact the names given in the emergency contacts on the registration form, then staff may follow the safeguarding procedure.
6. I/we understand that if my/our child/children misbehave and act in an inappropriate manner, I/we as a parent and the club manager will agree on strategies to help improve their behaviour. However, if this negative behaviour continues then the club manager has the right to refuse a place for the child/children.

Childs name: _____

Parents name: _____

Signature: _____

Date: ____/____/____

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Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Little Munchkins Children's Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(Please tick for consent)

- Electronic and printed information, displays and exhibitions at Little Munchkins
- Website for Little Munchkins
- Promotional material for Little Munchkins
- To accompany staff or student coursework
- Observation and assessment
- Little Munchkin records of my child
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed at negative in tone or that may cause offence, embarrassment or distress for the child or their parent/carer.

I understand that there will be no payment for my child's participation.

Child's name: _____ Date: ____/____/____

Parent's name: _____

Signed: _____