**BRAC Monday 8th June 2015 Inset Day**

**Booking/Registration/Consent Form**

**Closing date for bookings is Friday 5th June 2015**

Bookings are taken on a first come, first served basis.

**Bookings are only confirmed with full payment.**

**If applying by post please enclose the following in an envelope marked ‘BRAC Monday 8th June Inset Day 2015' and send/deliver to: BRAC Admin Office, Pavilion House, Bishop Road, Bishopston, BS7 8LX**

1. this form with all sections completed

2. a cheque payable to BRAC (no cash please) with child/ren’s name on back and /or

childcare paper vouchers (for BCC/SGC employees)

3. or if paying by BACS/e-vouchers please ensure that the reference on your payment is your child/ren’s name/s and ‘BRAC HPS’

* **BACS:** Make payable to BRAC Sort code: 08-60-01 Account no:20149488

# You are welcome to return this form electronically and I will confirm places by email.

**email:** [**brac.admin@googlemail.com**](mailto:brac.admin@googlemail.com)

**Please indicate on next page by what method you are paying!**

**The Club runs from 8am-6pm at a daily rate of £26.00**

Charge includes morning and afternoon refreshments and all activities.

**Bishop Road February 2011 Half Term Playscheme**

BRAC’s Office address:

The Dirac Centre, off Bishop Road, Bishopston, Bristol BS7 8LX (overlooking the school field)

**Access via the small lane off Fenton Road** (2/3 of the way down Fenton Road on the left)

**No access from Bishop Road**

Please see our website: www.bishoproadactivityclubs.com for full details.

I wish my child/ren to attend the Holiday Club from 8.00am – 6.00 pm on the following days:

(Please write in **the number of children per day** in the box below the date)

|  |
| --- |
| **Monday 8th June** |
|  |

|  |  |
| --- | --- |
| **Name/s of child/ren SURNAME First name** | **School Year** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

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**BRAC Monday 8th June 2015 Inset Day**

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|  |  |
| --- | --- |
| School attended: |  |
| Parent/Carer’s name |  |
| Printed name(s) on cheque( if different from above) |  |
| Address |  |
| Parent/Carer’s contact phone number/s | Home: |
| Mobile: |
| Other: |
| **Email address:** |  |
| Other emergency contact names & numbers (eg neighbours/friends) | 1 |
| 2 |
| Doctor’s name and number |  |
| Any special diet, allergies, health |  |

**Terms and conditions- please read and sign:**

* I have read the behaviour rules and explained them to my child(ren)
* **I understand that my child(ren) can be asked to leave the club for behaviour which is deemed to be unacceptable. The duration of the exclusion is at the discretion of the playleader. No refund will be given in these circumstances.**

**The BRAC Behaviour Policy will be enforced during the Clubs (copies available from BRAC).**

* I consent to my child(ren) leaving the premises in the care of the playworkers on supervised visits on foot (e.g. Horfield Common) and on organised excursions by coach/bus.
* Should any matters of concern arise, I give permission for my child(ren) to be given emergency treatment and/or contact to be made with the appropriate medical/social services authorities.

Signed ………………….................................................………………………….. Date ….........…………..

**Please type in your name and date above (if submitting electronically)**

**BRAC BRAC Monday 8th June 2015 Inset Day**

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**Depositing and collecting.** Children are expected to be dropped at the Club by **10am** and are not expected to be collected before **4pm**. This is to give the Playleader maximum flexibility and the children maximum enjoyment. Please inform the Playleader at what time, approximately, your child(ren) will be collected. NB on days out check for return times on activity schedule

**Hours** Children cannot arrive on site before 8.00am and there will be a fine of **£5.00 for every block of 15 minutes for each child collected after 6.00pm.**

**Signing in and out** **All children must be signed in and out**. This is a legal requirement and you must allow time to do this. Children must be checked in against the register. When collecting your child(ren) please ensure they are signed out. Please inform the Playleader if anyone other than yourself is collecting your child(ren).

**Behaviour**

Please ensure your child(ren) understand the rules:

* Stay within BRAC area in sight of a playworker.
* Be polite and follow instructions
* Keep hands and feet to yourself - no bullying, fighting, teasing or playfighting
* Look after toys and equipment and keep them tidy.
* Walk when inside.
* No bad or offensive language.
* Help clear away at the end of the day.

Notices Please look out for any put up by the Playleader especially about days out.

**Site and Emergency telephone numbers**

**Site: 0117 903 0575 Emergency: 07501 008 190**

**No packed lunches containing nuts, nut products or eggs**.

**Closing date for bookings is Friday 5th June 2015**

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**BRAC BRAC Monday 8th June 2015 Inset Day**

**Receipt and confirmation of booking**

|  |  |
| --- | --- |
| **Name/s of child/ren SURNAME First name** | |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| Total number of days booked |  |
| **Sub total** enclosed cheque: please write cheque number here: |  |
| **Sub total** enclosed Bristol CC or South Glos Childcare Vouchers:  Please highlight whether Bristol CC or SGC vouchers |  |
| **Sub total** to be paid by BACS or other Childcare vouchers:  Please highlight whether BACS or vouchers and **if Vouchers, specify which Voucher company here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Total paid** |  |

**Section below to be completed by the BRAC Administrator but please note:**

**IF YOU WANT CONFIRMATION YOU NEED TO ENCLOSE A STAMPED SAE, or provide your email address ( see page 1)**

**Your child/ren has/have been booked at the Holiday Club/Inset Days on:**

|  |
| --- |
| **Monday 8th June** |
|  |

***Don’t forget :***

* **bring no toys or bicycles**
* **bring a packed lunch (no nuts nut products or eggs please)**
* **bring waterproof clothing**
* **to dress children in clothes (named please) suitable for play and** **for the weather!**

We look forward to seeing your children at the Playscheme and ensuring they have fun!