

For Downsend + please return to:
Downsend+
Rebecca Peek
Downsend School
1 Leatherhead Road
Leatherhead, Surrey KT22 8TJ
Tel: 07909 861 280
Email: downsendplus@downsend.co.uk

For Early Years + please return to:
Early Years+
Sandra Bullock
13 Epsom Road,
Leatherhead, Surrey KT22 8ST
Tel: 07899 011 275
Email: downsendearlyyearsplus@downsend.co.uk

This form will be used for October & December 2020 for both Downsend+ and Early Years+

This form will not need to be completed again if completed for Summer 2020 unless any of your details have changed

Contact Details

Please complete a separate form for each child

Pupil's Name:	Date of Birth:
School:	Year Group/Class
Home Address:	
Parent's Contact Telephone: <i>(home)</i>	<i>(work)</i>
Mobile Phone:	Emergency No:
Email: <i>(Please print)</i>	

Medical Details

Please give details below of any medical conditions or allergies your child may have:	
Medical condition:	
Action required:	
Please give details of any medication your child is currently taking:	
I give permission for Downsend+ & Early Years+ staff to give my child <i>(child's name)</i> emergency treatment and to call the emergency services if necessary.	
Signed:	Date:

Payment Terms for Downsend+ & Early Years+

Our terms require payment in full at the time of booking for all Downsend+ and Early Years+ sessions.

Please note we are unable to take cash or cheque payments.

In the event of a positive COVID-19 case within a bubble, that bubble will need to be shut down for 14 days with all bubble members being required to self isolate. Should a bubble be shut down, a full refund will be given for the time of closure.

I have made payment of £ _____ via childcare vouchers (provider name _____) for all Downsend+ & Early Years+ sessions.

When making on-line Child Care Voucher payments please complete the reference field with the following reference: Dplus or EYplus together with the first 3 letters of your child's surname and the first letter of your child's forename.

I have made payment of £ _____ via bank transfer for all Downsend+ & Early Years+ sessions.

When paying by on-line Bank Transfer please complete the reference field using the following reference: Dplus or EYplus together with the first 3 letters of your child's surname and the first letter of your child's forename. The account details are: Sort Code: 12-01-03, Account No: 06099846, Account Name: Cognita Schools Ltd T/A Downsend Plus.

If you wish to make payment via credit/debit card for all Downsend+ & Early Years+ sessions, please contact Rebecca Peek on 07909 861 280 for details.

Once you have booked your child a place on a Downsend+ or Early Years+ session you will be charged for that session. In extenuating circumstances, at the discretion of the Leaders of Downsend+ a credit or refund may be made. Please note once your booking has been confirmed we cannot guarantee we can accommodate changes.

Terms and Conditions

I have read and understood and I agree to the Downsend+ & Early Years+ Terms and Conditions and I have retained a copy of these Terms and Conditions.

Name:

Relationship to child:

Signed:

Downsend+ & Early Years+ T & C's

October & Christmas 2020

Please note Bookings must be received by the following dates:

For October Half Term

Week 1 (19-22 October) by Friday 2 October

Week 2 (26-29 October) by Friday 9 October

For Christmas

21– 23 December by Friday 4 December

Bookings made after this time cannot be guaranteed and places will only be offered if they work within the system.

For Downsend+ enquires please call Rebecca Peek on 07909 861 280 or email downsendplus@downsend.co.uk

For Early Years+ enquiries please call Carloyn Potter on 07899 011275 or email downsendearlyyearsplus@downsend.co.uk

Terms and Conditions

Downsend+ & Early Years+

Temperature checking

For both Downsend+ & Early Years+ parents are required to check their child's temperature before they attend each day. If a child has a temperature of 37.8 or above, they must be kept at home and a COVID-19 test carried out before they can return. If a child presents with a temperature of 37.8 or above while attending the club, they will be isolated and parents will be contacted to collect them immediately. Again, a COVID-19 test will be required before allowing a child to return. COVID-19 tests are required to support the health and safety of all the other children and staff within that bubble.

COVID-19 symptoms

For both Downsend+ & Early Years+ if a child or anyone in the household of a child presents with a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste, you must self isolate and have a COVID-19 test. Tests are required so that we know whether or not we have a positive case within a bubble. In the event of a positive COVID-19 case within a bubble, that bubble will need to be shut down for 14 days with all bubble members being required to self isolate. Should a bubble be shut down, a full refund will be given for the time of closure.

Cancellation or Alteration

If you have to cancel or alter your booking for a Downsend+ or Early Years+ day or a course at short notice, **less than 10 working days in advance**, we will usually be happy to transfer your booking to another day if space permits, but if not you will be charged the full rate for the session booked. In exceptional circumstances charges may be waived at the discretion of the Leaders of Downsend+ & Early Years+.

Public Liability Insurance

Whilst they are taking part in activities on site or travelling in our minibus, the children are covered by our public liability insurance.

First Aid

Several of our staff are qualified first-aiders and are trained to administer first aid assistance should your child require it. The emergency services will be called if further assistance is needed. Parents should ensure that any special requirements or allergies are notified on the medical section of the application form to ensure that appropriate treatment is given when treating their child.

Medical Conditions and Treatments

Please note that it is a legal requirement under OFSTED guidelines for parents to leave clear, written guidelines and instructions for use with any medicines/ inhalers or allergy treatments on arrival each day. Parents are also required to sign for the receipt of medicines on departure and to sign to acknowledge any treatments administered during the day. This also applies to First Aid treatments.

Data Protection

The school (through the Head, as the person responsible) may, in accordance with the Provisions of the **Data Protection Act 1998** obtain, process and hold personal information about your child, including sensitive information such as medical details, in order to safeguard and promote the welfare of the child. The school may contact you from time to time for the purpose of providing information about Downsend+ & Early Years+ and its activities. Unless we are informed in writing otherwise, all correspondence, including booking confirmation & invoice, will be sent to the email address provided on the contact form.

Photography

During the activity scheme, some photographs may be taken which may be used in future publications including our website, and social media sites including Instagram, Facebook and Twitter. If you do NOT wish your child's image to be used in this way, please let us know. Please note that full names will not be used in any publicity adjacent to photographs of children.

Drop Off and Collection Arrangements

The core hours for Early Years+ & Downsend+ are 9.00am to 4.00pm. According to bubble arrangements, the drop off and collection times may be staggered to allow social distancing between bubbles at these times of day. If the drop off and pick up times are altered for your child, you will be informed in the week before they are due to attend. We would aim to keep times the same for any children attending across weeks, but it all depends on how the bubbles are formed from week to week so we cannot guarantee this. We will make arrangements for siblings to be dropped off at the same time.

Early Drop Off and Late Pick Up/Tea

Early drop off is at 8.00am for a daily fixed additional charge and must be booked in advance. Late pick up/tea is from 4.00pm to 5.30pm with a collection time of 5.30pm for a daily fixed additional charge and must be booked in advance. Drop off and collection will be via the main entrance/exit for all children using this facility. If you need to drop off/collect outside of the drop/off collection time for Downsend+ please call 07909 861 280. If you need to drop off/collect outside of the drop off/collection time for Early Years+ please call 07899 011275.

Exclusion

We reserve the right to exclude or refuse any child prior to or during the holiday if in our opinion the presence of that child is incompatible with the wellbeing of others on the scheme. Bullying and poor behaviour will be dealt with appropriately as soon as it is reported. Any additional cost incurred by Downsend+ or Early Years+ as a result of any exclusion or refusal, including damage or transport home, will be borne by parents or guardians and no refund will be made.

Complaint Procedure

Downsend+ & Early Years+ will do everything in its power to provide the best possible standard of care and service at all times. If however you are not satisfied with the service that you or your child have received, please contact the Leaders of Downsend+. Rebecca Peek, on 01372 385403 or 07909 861280 or Early Years+ Carolyn Potter on 07899 011275.