



Dear Parent,

Thank you for choosing Brighthouse SOS and look forward to welcoming your child in September 2018.

This letter is confirmation that we can offer the sessions listed below.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM	

Please confirm your booking by completing and returning the 3 forms attached. If you need a printed copy please let us know.

- Contract (please keep one copy for your records)
- Your Childs’ details
- Parental responsibility form
- Allergy form (if relevant)

What Does Brighthouse SOS Offer?

Brighthouse SOS (School's Out Scheme) is an out of school club scheme located in the grounds of Woodhouse Primary School (in the portacabin, within the car park). We have a friendly team of Level 3 Playworkers supported by a Deputy (Level 3) and General Manager (Level 5).

How is Brighthouse SOS Regulated?

We are registered with Ofsted, the Charities Commission and Companies House and comply with the requirements of each body.

How is Brighthouse SOS Managed?

SOS is run as a charity by a Voluntary Management Committee of parents of existing members (children). We are registered Directors and Trustees.



We are a not for profit organisation and any surplus funds are invested into the scheme to benefit the children. The committee make sure that quality childcare provision is maintained when it comes to safety, health, play resources or the food we provide.

Apart from the way SOS is managed and financed, it is an Out of School Club like any other, with the same resources, planning and staff. Our commitment is to provide safe, professional childcare in a fun and friendly environment at an affordable price.

In addition to the dos and don'ts below, our members are governed by a Constitution and Articles of Association. They were written several years ago so we've decided to be environmentally conscious in not printing a copy for each of you but please have a look at them on the website.

Once you've confirmed your place there's a few things we'd like you to be aware of. The

Dos:

- Do please come into the building either at drop off or pick up to see what activities your children have been up to (optional, of course!)
- Let us know if there is anything you can offer – skills, donations, craft and modelling materials. The team are very creative and can make use of anything you have to offer!
- Please make sure you sign your child in and out of the setting when dropping off and picking up.
- Tell us the things you and your children like about SOS so we can keep doing them
- Report anything that concerns you, either to a member of staff or the committee
- **Pay on time – we are a not for profit organisation and prompt payment enables us to provide for the children in our care. Our preferred methods of payment are using childcare vouchers or by online transfer.**
- Give us one month's notice if you need to change any of your sessions. Additional places will be accommodated where possible.
- Let us know as soon as possible if you believe you may be entitled to a single parent or full time student discount and provide the appropriate evidence.



And a few Don'ts:

- Do not use the driveway during term time between 8.00am and 5.00 pm for safety reasons and please drive carefully at all times.
- **On the rare occasion that only one member of staff is present at 7:15am, we ask that you do not leave your child until a second member of staff has arrived. We open at 7:15am and close at 5:45pm.**
- We are unable to accept cash payments. Please do not ask staff to take cash.

We know what it's like to drop your child off at a new setting for the first time. If we haven't answered all of your questions now or at any time in the future, please don't hesitate to contact us – **brighousesos@gmail.com or call us on 01484 400915.**

Yours sincerely

Louise Corp
Chairperson



Brighthouse SOS Contract (PARENT COPY)

All members of the scheme must agree to abide by the following terms and conditions:-

1. Abide by the rules made by the Voluntary Management Committee on my behalf.
2. Members may attend Committee Meetings and stand for election at the AGM.
3. The Committee reserves the right to terminate membership of the scheme, under exceptional circumstances.
4. Fees are payable monthly and you will receive an invoice for weeks in advance for all the places you have booked. Payments through online transfer should be made at the agreed timescales. Ad hoc places may be added, if available, and these will be charged in arrears. Holiday places are billed separately.
5. Non payment for whatever reason may invalidate membership and could lead to further action being taken to recover the debt. Where non payment is persistent we reserve the right to terminate places.
6. One months notice is required for cancellation of an attendance. Failure to give appropriate notice will result in one month's fee becoming due for immediate payment – this applies to both cancellation of all places or reduction of just one of the sessions.
7. All missed attendance at SOS will be charged for in full. It is essential therefore to inform us of holiday arrangement if taken in term time.



8. The afternoon session of the club will finish at 5.45pm. Parent/Guardian(s) will personally collect their child/children prior to this time. If arrangements are made for someone else to make collection, then staff must be notified of this in advance, and the collecting adult must have the password for your child. Under no circumstances will children be allowed to leave the club premises unaccompanied.

9. Children not collected by 5.45pm incur an additional expense to the club, which will be passed onto the parent/guardian and charged with the next payment of fees.

10. Children arriving at the club when no arrangement has been made, or where non payment of fees exist, will be either returned to school or the Social Services will be contacted and collection arranged.

11. I give permission for my child/children to go on any excursion deemed appropriate, whilst in the care of SOS club and to receive first aid or medical treatment at any time by the qualified SOS First Aider.

12. I understand that a breakfast option (am) and a light snack option (pm) will be available to my child and that where my child has an allergy I have indicated on the registration forms.

13. Where children attend the holiday club, packed lunch must be brought to the setting unless provision of lunch is specified as part of a trip or activity organised.

14. I agree to adhere to all scheme policies and procedures (a copy is kept in the office for information and can be provided to you on request).

15. I confirm that the information on the attached registration document is correct.



16. I agree to the annual membership fee of £2.50 to be included in my regular invoicing.

Please sign below to confirm agreement to abide by **Date:**
the terms above:
Signed:



Brighthouse SOS Contract (SOS COPY)

All members of the scheme must agree to abide by the following terms and conditions:-

1. Abide by the rules made by the Committee on my behalf.
2. Members may attend Committee Meetings and stand for election to the committee.
3. The Committee reserves the right to terminate membership of the scheme, under exceptional circumstances.
4. Fees are payable monthly and you will receive an invoice for weeks in advance for all the places you have booked. Payments through an agreed method should be made at the agreed timescales. Ad hoc places may be added, if available, and these will be charged in arrears. Holiday places are billed separately.
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