



Cloudside Academy
A L.E.A.D. Academy

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Executive Headteacher Nicola McIntyre
Head of School Susan Wass
Deputy Headteacher Jodie Milson

Cloudside Shine Club

Breakfast and After School Club Application

I/We request that our child attend the Cloudside Sunshine Breakfast and After School Club.

Child's Full Name: -----

Child's Date of Birth -----

Parent/Carer names _____

Home Address: -----
(Where child lives) -----

Any other person who has parental responsibility for this child

Name/ Addresses: -----

Mother..

Emergency Contact: -----
(Names, relationship and phone numbers) Father.. -----

Name, address and phone numbers of anyone else who may collect your child -----

Tell us about your child. (Likes, dislikes, favourite food, drink or breakfast cereal etc.)



Child's Doctor: ----- Contact No.-----

Doctor's address -----

Do you consider or does your child have any allergies? Yes No (please circle)

If yes, please explain -----

Do you consider or does your child have any medical conditions? Yes No

If yes please explain -----

Do you consider or does your child have any additional needs? Yes No

If yes please explain -----

Does your child have any special dietary needs? Yes No

If yes please explain -----

Does / is your child receiving any medication? Yes No

If yes please give details of medication (names). -----

If yes does this medication need to be administered at Shine? Yes/ No

If yes please complete a medicines form giving dosage. (see medicines form)



Child's Name

Child's home language

Additional language (y / n - if y which language)

Who has legal contact with the child?

Who has parental responsibility?

Religion

Ethnicity:

Ethnicity:

- | | |
|---|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian or Asian British: Indian |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian or Asian British: Pakistani |
| <input type="checkbox"/> White: Traveller of Irish Heritage | <input type="checkbox"/> Asian or Asian British: Bangladeshi |
| <input type="checkbox"/> White: Other | <input type="checkbox"/> Asian or Asian British: Other |
| <input type="checkbox"/> White: Gypsy/Roma | <input type="checkbox"/> Black or Black British: Caribbean |
| <input type="checkbox"/> Mixed: White and Black Caribbean | <input type="checkbox"/> Black or Black British: African |
| <input type="checkbox"/> Mixed: White and Black African | <input type="checkbox"/> Black or Black British: Other |
| <input type="checkbox"/> Mixed: White and Asian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed: Other | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Any other ethnic group: _____ | |

This information was provided by:

- Parent
- Carer



Booking Form

Regular Days

I would like to book my child of class

On the regular days below.

Breakfast

Monday 7:30am start 8:00am start

Tuesday 7:30am start 8:00am start

Wednesday 7:30am start 8:00am start

Thursday 7:30am start 8:00am start

Friday 7:30am start 8:00am start

**please delete as appropriate*

Afterschool Club

Monday

Tuesday

Wednesday

Thursday

Friday

**please delete as appropriate*

All booked places will be chargeable and an invoice will be sent out to you in each month, unless you give us 3 days' notice, or your child is unwell and not at school. If you no longer require a place in Shine Club please contact a Cloudside Shine Fun Club staff member and give 3 days notice.

If you require additional dates, please speak to a member of Cloudside Shine Fun Club. Any additional dates will be added to your next invoice.



Booking Form

Shift Patterns ~ Week 1

I would like to book my child of class

On the regular days below.

Breakfast

Monday	7:30am start	8:00am start
Tuesday	7:30am start	8:00am start
Wednesday	7:30am start	8:00am start
Thursday	7:30am start	8:00am start
Friday	7:30am start	8:00am start

**please delete as appropriate*

Afterschool Club

Monday

Tuesday

Wednesday

Thursday

Friday

**please delete as appropriate*

All booked places will be chargeable and an invoice will be sent out to you in September, unless you give us 3 days' notice, or your child is unwell and not at school.

If you require additional dates, please speak to a member of Cloudside Shine Fun Club. Any additional dates will be added to your next invoice.



Booking Form

Shift Patterns ~ week 2

I would like to book my child of class

On the regular days below.

Breakfast

Monday	7:30am start	8:00am start
Tuesday	7:30am start	8:00am start
Wednesday	7:30am start	8:00am start
Thursday	7:30am start	8:00am start
Friday	7:30am start	8:00am start

**please delete as appropriate*

Afterschool Club

Monday

Tuesday

Wednesday

Thursday

Friday

**please delete as appropriate*

All booked places will be chargeable and an invoice will be sent out to you in September, unless you give us 3 days' notice, or your child is unwell and not at school.

If you require additional dates, please speak to a member of Cloudside Shine Fun Club. Any additional dates will be added to your next invoice



Cloudside Shine Club

Terms & Conditions

1. Payment Terms

- ❖ There is a nominal 'one per family' membership fee of £5.00.
- ❖ Fees – please see attached documentation.
- ❖ To help the club to keep the charges for every parent to a minimum, all parents are asked to pay fees in advance.
- ❖ Invoices will be sent out weekly/monthly in advance. These will clearly state the date by which fees should be paid.
- ❖ Fees for occasional use must be paid by the date of the child's attendance at the latest.

2. Safety and Discipline

- ❖ To enable all children to have fun and be safe, reasonable behaviour is essential.
- ❖ The club expects, and will encourage all children to behave responsibly and to respect both staff, each other and club property.
- ❖ Children are expected to respond positively to requests from staff.
- ❖ Repeated disobedience and/or persistent anti-social behaviour could disrupt the club for all. Consequently, the club reserves the right to terminate membership.

3. Collecting Children

- ❖ Parents and carers are responsible for ensuring that they, or an authorised person, collect their children before the club closes at 6.00pm.
- ❖ For the protection of your children, no child will be released to an unauthorised person.
- ❖ Parents will be asked to sign the attendance book on collection of children.
- ❖ Owing to the high extra costs that the club would face, an additional charge of £5.00 per quarter hour will be made for each child who has not been collected by an authorised person by 6.00pm. Please telephone the club should unforeseen circumstances arise
- ❖ Persistent lateness could result in termination of membership.

4. Sickness and Absence

- ❖ Sickness – the session will be charged at the normal rate, unless Cloudside Shine Club have been informed before the session. Long term sickness will be dealt with at the Committee's discretion.
- ❖ Absence – Three days notice must be given for any cancellations – otherwise sessions will be charged for in full.

Please retain this page for you records.



Please return this section of the form.

I / we are aware of the Terms and Conditions of Cloudside Shine Club and understand there is a 'family membership fee' of £5.00

I / we are aware that the Policies and Procedures for Cloudside Shine Club are available to view at any time.

I / we will inform you of any changes to my / our child's personal information.

I have read and agree with the above terms and conditions of Cloudside Shine Club.

I give permission for Cloudside Shine staff to talk to Cloudside Junior teachers about my child.

Child's name

Parents / Carers signature

Parents / Carers name

Date

I give / do not give permission for my child / children's photo to be shown on the school website

Date-----

Signature -----

