



At

St Elphin's Primary School

Registration Pack



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1. Information Section (to be kept by Parent/Guardian)

ABOUT LITTLE PENGUINS AT ST ELPHIN'S

We have been the onsite Link Club provider at St Elphin's since January 2012.

Our high standards when it comes to the care of your children remain forefront in our objectives. This involves establishing trust, honesty and open communication in our relationships with parents, teachers and all stakeholders at the schools in which we work.

OUR SESSIONS

From our onsite setting in the school hall, we provide a fun, stimulating and safe environment for the children we care for. We offer them the freedom to participate in activities we have planned in conjunction with current school topics and events as well as incorporating children's own preferences.

Activities include:

Arts & Crafts	Board Games	Group /individual games	Outdoor sports equipment	Reading corner	Maths & literacy games
Homework club	Outside world	Role-play	Den-making	Construction toys	Science activities



OPERATING TIMES & FEES (2025/2026)

Little Penguins operates term-time only at the following times:

Session	Times	Price
Standard Breakfast session	7:45 – 8:40	£7.50
Afternoon session	15:05 – 18:00	£15.00
Standard Combined session	7:45 – 8:40 & 15:05 – 18:00	£20.00
Short stay session	15:05 – 15:30	Free

Includes healthy breakfasts and an after-school light tea

PAYMENT DETAILS

Monthly Fee Payments

Payments for your child's attendance at the Link Club will be required a month in advance on the 1st of every month.

Bacs transfers and childcare vouchers are the preferred method of payment if possible.



Regular set attendance

At the start of the school year (or upon joining if later), the fees for the 38 weeks of the school year are totalled and split into **12 regular monthly payments up to and including the 1st August**. Invoices showing the monthly amount are only issued at the start of the school year (or upon joining/changing sessions) as the amount remains the same each month.

Irregular set attendance – Parents who work shifts

For parents who work shift patterns a monthly invoice will be issued on confirmation of your future shift patterns, as we understand that each week the required sessions will change. Please note this is subject to session availability.

Session Changes & Notice Periods

One-off session changes can be arranged through Heather Bailey our General Manager subject to availability. Regular session changes should be also requested through Heather and a revised invoice will be issued to reflect the changes.

One month's written notice is required when cancelling sessions and/or taking your child out of the Link Club, if no notice is given one month's fees are payable.

CONTACT INFORMATION

For more information or to enquire about session availability, please contact:

Janet Booth, General Manager, Tel: 07802 879672 Email: manager.penguins@gmail.com

Sarah Buckley, Owner, Email: info@little-penguins.co.uk or sdgbuckley@outlook.com



LINK CLUB TERMS AND CONDITIONS

Absence

It is important that we are notified if your child will be absent from Link Club. Please contact the Link Club as soon as possible in advance of the absence. Fees are still payable when absent.

Age of Admittance

School Age

Collection

We must insist that we are notified in advance if any other person other than the ones specified on the registration form will be collecting your child from Link Club. This is for the safety of the child. If we have not been notified, we will not release the child into the person's care until we have contacted you by telephone for your consent.

Clothes

Please name your child's clothes and shoes.

Complaints

If you have a complaint or concern, we ask that you report this to the Link Club Supervisor in the first instance. All matters will be dealt with quickly and in a professional and confidential way and appropriate action taken. The outcome will be reported back to you as soon as possible but within 28 days.

Discipline

We do not in any way condone or carry out physical punishment. If the need arises for a child to be disciplined, they will have the reasons explained to them as to why they are being disciplined, asked to apologise and have a quiet calming down period.

Medication

The parent of the child who requires medicine should provide written permission and clearly labelled instructions on dosage to a senior member of staff. We will also ask for a Parental/Guardian signatures.



Notice

If you no longer wish to maintain your place at the Link Club, you will be required to give **one calendar months'** notice in writing and full fees will be charged for the notice period.

Registration

For a place to be reserved at our Link Club, we require a registration fee of £30, alongside a completed registration form. The registration fee is non-refundable.

School Partnership

We are extremely proud to be an onsite Link Club at St Elphin's Primary School and we aim to maximise the value and benefits of this through our relationship with the school. This means that we will sometimes share information that we believe will help the school to care for your child and that vice versa, they may share similar information with us. Some typical things that we might share could include achievements, interests, noticed differences in mood/behaviour/friends, challenges encountered etc.

Sickness

Any child suffering from a temperature, doubtful rash, sore throat or discharge from the eyes or ears, should be kept at home until the symptoms have disappeared. We also ask parents to ask if attending a consultation with a doctor if the child is well enough to attend School. If antibiotics are prescribed, it is Link Club policy not to admit the child until they have been taking them for a minimum of 48 hours.

Treatment

In the event of your child falling ill at Link Club you or your nominated person will be contacted. The Link Club will endeavour to make contact with the above but in the unlikely event contact cannot be made, we will use judgement in assessing whether the child requires their doctor or hospital treatment. In respect of this we ask for Parents/Guardians to sign a consent form allowing us to seek medical advice or treatment from the doctors or hospital without the parent being present.



2. Registration Form (to be completed by Parent/Guardian & returned to Little Penguins)

A. CHILD'S PERSONAL INFORMATION

Child's First Name

Child's Nationality

Child is usually known
as

Language(s) spoken at
home

Child's Surname

Child lives with:

Child's Address

Child's Postcode

Any additional needs?
(e.g. ADHD, Autism,
Special Educational
Needs, Gifted &
Talented etc)

Child's Date of Birth

What year is your child
in (as at Sep 2025)

Any Specific Requirements to help your Child have a more enjoyable experience?

.....
.....

Any Specific Dietary Requirements?

.....
.....



B. Parent/Guardian Information

Who has Parental Responsibility for Child?

Who will usually collect Child?

Parent /Guardian 1

Name

Address (if different to Child)

Relationship to child

Tel. No. Home

Tel. No. Work

Tel. No. Mobile

Email Address

Parent /Guardian 2

Name

Address (if different to Child)

Relationship to child

Tel. No. Home

Tel. No. Work

Tel. No. Mobile

Email Address

Should the above contacts not be available in the event of an emergency, please provide details of who else may be contacted:

Emergency Contact 1

Name and Relationship

Address

Telephone Number 1

Telephone Number 2

Emergency Contact 2

Name and Relationship

Address

Telephone Number 1

Telephone Number 2



In the event of an emergency my collection password will be

C. MEDICAL/DEVELOPMENTAL INFORMATION

Doctors Name

Surgery Address

Postcode

Telephone Number

Any Pre-existing Medical Conditions?

Does Child see any medical professional other than a GP?

Does Child see any Developmental specialist e.g. Speech, Hearing etc?

Medicine Requirements



Any Known Allergies?

D. SESSION INFORMATION

What days and sessions do you require Please tick

	Breakfast	Afternoon	Combined	Short stay (15.05 pm-15.30 pm)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**** Short Stay****

Please note that a £5 fee will be charged if pick up is after 15:30pm and £5 for every five minutes thereafter. There will no be exceptions.

Shift Work – please provide a rough guide, confirmation of dates can be made once shift patterns are known

What date would you like your child to start?



E. CONSENT INFORMATION

Medical Consent (Please delete as applicable)

I do / do not give my consent for Little Penguins Link Club Staff to administer first aid if required including plasters

I do / do not give my consent for Little Penguins Link Club Staff to apply sun screen (if so please provide with name on bottle)

I do / do not give my consent for Little Penguins Link Club Staff to administer continuous medications, such as inhalers

I consent/ do not consent to my child undergoing any emergency medical treatment necessary during the running of the club.

I authorise/do not authorise the Link Club staff to sign any written form of consent required by the hospital authorities **only if** the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Should my child need to take medication which has been prescribed by our GP:

I authorise / do not authorise the Link Club staff to administer this medication as prescribed and on my instructions only.

Other Consents

Children in the Link Club occasionally have their photographs taken and for possible display in school, newsletters and or our website.

I consent / do not consent to my child's photograph being taken

I consent/do not consent to allow Link Club Staff to share information on your child with school staff and for them to share any appropriate information with Link Club staff, (and where applicable for Link Club Staff to pass on information to you from teaching staff).

I consent/do not consent to allow Link Club staff to listen to your child/ren reading and noting next steps. This information will be shared with teaching staff within the school.

I consent/ do not consent to information relating to my child being held on a secure database in line with GDPR regulations.



Behaviour Management

It is essential in this current climate to ensure we have a successful behaviour management programme in place. Over the past year we have introduced a new programme and this will continue with added boundaries, to ensure that additional health and safety procedures are being followed correctly. All children will be made aware of the code of conduct for the link club and subsequent consequences. It is an essential part of the new way of working, that your children understand that our code of conduct needs to be followed and respected. We all have a part to play in ensuring we look after the health and safety of our children, staff, teachers and parents.

We reserve the right to refuse admission if our code of conduct is repeatedly ignored.

I have read the consent requests listed and have marked them as appropriate.

Any other information not already covered

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I agree to the terms and conditions as detailed.

Signed:Date:



F.CHILDCARE CONTRACT

I have read and agree to comply with the Terms and Conditions of Little Penguins Link Club and any updated regulation and notifications as necessary.

Little Penguins Link Club reserves the right to make amendments to our terms and conditions.

There is a full set of Link Club policies available within the Link Club which are available for you to read. We update our policies on an annual basis, or sooner if required.

I understand and agree that fees are paid one month in advance and are non-refundable in the case of absence. Fees must reach the Link Club bank account on or before the 1st of each month. Late payment may incur a charge of £15 per each day the fee is late.

I agree to give one month's written notice or payment in lieu of notice if I wish to withdraw my child from sessions at the Link Club.

Signature.....

Print Name.....

Date.....