

BEAUMONT BREAKFAST AND AFTER SCHOOL CLUB

GRIFFINS REGISTRATION FORM

School year September 2026 to 2027



**Beaumont
Primary
School**

A Learning Community Partnership

Child's name (separate form for each child registered)	Date of birth	Year group
Address:		
Parent's email address for all correspondence:		

Please provide **at least two telephone numbers** of people authorised to collect your child or to be contacted in the event of any emergency arising while they are attending the club. *The first number listed should be the main parent / carer who is completing the registration.*

Authorised contact name	Relationship to the child	Telephone number

Does your child have any allergies – Yes / No (if yes, please provide details)

Details of any allergy	Actions required if affected

Does your child take any regular medication which they will take while at Breakfast of Afterschool club – Yes / No (if yes, please provide details)

Details of any medication	Dosage / Need for refrigeration etc.

Please provide any additional information you feel we should know regarding your child

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Beaumont Primary School

Griffins Breakfast & After School Club - Terms and Conditions 2026/2027

Registration conditions:-

All parents are required to sign this registration form and agreement prior to their child accessing either the breakfast or after school club. By signing, all parents acknowledge that they have read these terms and conditions and understand that they are binding.

Bookings and Cancellations:-

Places at each session are booked on a 'first come, first served' basis taking account of an adult/child ratio.

All bookings should be managed through your child's ParentPay account up to midnight of the preceding day in advance of when the place is required. Likewise, cancellations can be processed up to midnight of the preceding day of when a booking is not required. You will be charged for any bookings not cancelled in time. The first day of illness or where your child is sent home unwell from school will be cancelled by the School Office. Any subsequent days the child does not attend due to illness must be cancelled by the parent.

You can telephone the School Office to request an emergency same day session. Only if the maximum limit of pupil numbers has not been reached will the office staff be able to release such a place for your child. Funds must be on account prior to requesting an on-the-day session with the school office – see charges below. No bookings / cancellations will be arranged via telephone communication with the Club Manager.

Charges:- *(**the times listed are the standard hours but subject to change in emergency circumstances)*

There is a one-off non-refundable registration fee of £20 per child (which covers the entirety of the time your child attends Beaumont Primary School)

Breakfast club is open from **7.30am until 8.50am** and is based in the Reedham Room and the School Hall. The price is **£6.25** per child per session and is inclusive of all activities and food provided.

After-school club is open from **3.10pm (KS1) / 3.15pm (KS2) through to 6.15pm** and is based in the Reedham Room, School Hall, Playground and Back Play Area. The price is **£14.50** per session and is inclusive of all activities (including any school-organised activity clubs e.g. dance, multiskills etc – this does not apply to outside club providers) and food provided.

In the event there are no funds on account in advance of an emergency on-the-day booking, there will be an additional charge of £1 applied to that session (i.e. the afterschool session will cost £15.50).

There is no sibling discount.

The school reserves the right to withdraw a session due to emergency circumstances (e.g. school closure for snow). In such circumstances, you will be refunded for any pre-booked session(s) occurring during such times of enforced closure.

Late collection :-

If the person collecting your child is delayed in arrival beyond the Griffins closing time of 6.15pm, you should note our safeguarding and charging procedures:-

1. The person collecting should have telephoned in advance of 6.15pm to alert the Griffins staff to the reason and anticipated arrival time.
2. If between 6.15pm and 7pm neither the parent nor any of the emergency contact people have responded to calls or explained the reason for late collection, the Griffins' staff will contact social services.

3. After 6.15pm an additional charge of £10 for each block of up to 15 minutes will be added to your ParentPay account (i.e. 6.16-6.30pm = £10 additional charge; 6.31-6.45pm = £20 additional charge; 6.46-7pm = £30 additional charge etc). Whilst we accept that travel difficulties sometimes arise, 2 members of staff are required to stay until the last child is collected and they must be paid for this additional time beyond their contracted hours of work.
4. If late collection occurs more than 3 times in an academic year, a child will not be allowed to attend the provision for 6 weeks.

Collection / Signing in and out :-

For safeguarding, every time your child attends breakfast or after school club, they will be marked in and out by the Griffins staff on the attendance register.

Only the people listed above in your Authorised Contact list are authorised to collect your child, therefore if you need to amend your arrangements permanently, please complete a new registration form. In the event of a temporary change if you plan for somebody else to collect your child (e.g. another parent, friend), you must advise the Club Manager on the day this arises when you call to inform of the change of authorised person. Under no circumstances will your child be sent home with any other person unless we are in contact with you on the day in question to amend your authorisation.

Exclusions :-

The school reserves the right to refuse or exclude any child if, in the Head Teacher's opinion, that child is incompatible with the general wellbeing and safe running of the club. In this instance, no refund will be given; any cost incurred, including any damage, will be passed on to the parents / carers who will be responsible for the collection of their child from the club.

Concerns :-

Should you have any concerns regard your child's time at Beaumont Breakfast and Afterschool Club, please speak in the first instance to the Club Manager. If you are not satisfied with the action taken, please speak to the Head Teacher. We will investigate your concerns and respond as quickly as possible.

Data and Child Protection :-

The personal information requested on our booking form is required to allow the staff to provide appropriate out of school care in line with our GDPR data protection policy. You should inform us of any changes in personal information including home address, emergency contact details and medical information.

Consent and declaration :-

By signing below, you consent to:-

- Beaumont Breakfast and Afterschool Club staff administering first aid to your child if required;
 - Beaumont Breakfast and Afterschool Club staff seeking medical treatment on behalf of your child if required.
 - Beaumont Breakfast and Afterschool Club staff **WILL NOT** take responsibility for intimate care (*i.e. where a child soils their underwear*) and the parent will be telephoned to collect / arrange early collection for the child to address the issue.
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I confirm that I have read the terms and conditions outlined in this document and agree to follow its policies and procedures.

Signed:

Date:

Name:

(please print)

Registration Form



I wish to register my child for the following wraparound care.

Child's name :- _____

Year group :- _____

	Payment Terms and Instructions	Please initial each box
1.	I understand that I must book sessions using my child's ParentPay account which requires funds to be held on account in advance of booking any session(s).	
2.	I understand that any ad-hoc on-the-day emergency requests will always be subject to availability on the specific day rather than any commitment by Griffins / Beaumont to provide a guaranteed space and there are funds on account in advance of the request to cover the cost of the session.	
3.	I understand that I will be subject to pay penalty charges as outlined in the event that I do not comply with the charging (funds on account in advance) and collection (by 6.15pm) terms.	
4.	I will pay a one off registration fee through my child's ParentPay account.	
5.	I wish to use a Government tax free childcare account for payment of any fees. https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know	
6.	I wish to use my workplace childcare voucher scheme and the provider is:- (please advise name e.g. Care-4, FairCare etc)	

Signed : date :



Contact information for Griffins

The Griffins **mobile telephone number** is:-

07534 865966

Please continue to make the school office your first point of contact about any emergencies / changes between the hours of 8am and 4.30pm.

Please only use the Griffins mobile number outside of these times for emergencies e.g. linked to arriving late for collection / in the event a named adult change of person collecting your child. Calls will only be picked up from 7.30am in the morning and from 4.30pm to 6.15pm.

The Griffins **email address** is griffins@beaumont.croydon.sch.uk this email address is not monitored outside of school hours.

Accessing Griffins to drop off and collect your child.

Walk through the playground, through the gate into the Early Years play area, turn right up the flight of steps and along the walkway to the first door on your right – this is the Griffins room.

When the numbers for the afterschool club are high and the children are in the school hall, you will collect from the main school entrance in the playground (marked ⇅)

