



Monkey Madness

High Ham Primary School Site,
High Ham, Langport, Somerset TA10 9BY
Tel: 01458 259739

Registered Charity No. 1027314

high_ham_preschool@hotmail.co.uk

Monkey Madness Registration

From September 2015 High Ham Monkey Madness (HHMM) will be run by the preschool. If you think you may use this facility, even if it is just once, please complete the registration form attached. We **MUST** have your child registered before they attend HHMM as we will not have access to information held in the school office.

Safeguarding

As HHMM will be taking children from 3 years old it was felt that the security of the site needed to be addressed. Therefore there will be a new procedure in place for September 2015.

- HHMM will have an allocated secure outdoor play space between 3.30 and 4.30pm, at 4.30pm once the school clubs have vacated the school site, the HHMM team will close all security gates and allow the children the freedom of the rest of the outside area (if this is appropriate).
- To collect children - Prior to 4.30pm please collect children from the Community room and remember to sign out! After 4.30pm you must enter via the Preschool/staff entrance gate where you can buzz to be let in. A staff member will then meet you at the gate to enable you to collect your child safely, once again please remember to sign your child out!

Booking in

HHMM will be open 3.30 – 6pm daily. To book a slot in HHMM please contact Bekki on the above number/email or ask at the school office. We are more than happy to take bookings on the day.

Charges

As HHMM will be open more hours we have put together a scale for the fees. They will be:

- 3.30-4pm £2.00
- 3.30-4.30pm £4.00
- 3.30-5pm £6.00
- 3.30-6pm £8.00
- 4.30-6pm £4.00

These prices are per child, there will be a reduction if your child uses the Breakfast Club regularly (at least once a week). You will be billed monthly and we are registered to take childcare vouchers. For more information on this please see <https://www.gov.uk/help-with-childcare-costs/overview>

Monkey Madness Registration Form

Please use capital letters and ensure the information is legible and correct

Child's Name	
Date of Birth	
Address	
Phone Number	
Child's Doctors Name and surgery address	
Any Allergies – <i>please specify</i>	
Any medications to be used during HHMM: <i>Please specify</i>	
Any other information:	

In an emergency please contact:		
Name	Relationship to the child	Telephone numbers

If, in an emergency, someone not known to the staff has to collect your child and you are unable to let us know, please give us a confidential password so that we can be sure the person collecting your child is genuine. Password.....
 (Please notify us of any changes. No child will be released to an unauthorised person)

Signed:.....Date:.....

HHMM Staff Use Only

Date received:

Signed:

Notes: