



WEST CROFT SCHOOL
Discover your leg★cy

West Croft School – Breakfast and After School Club

Registration Form

Child's personal details:

Child's name:	Date of Birth:	Gender:
Preferred language:	Ethnicity:	Religion:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address: (if different to child) Postcode:		
Contact numbers: Home Mobile Work		
Email:		
Parental / legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No

<p><u>Medical Details</u> Name and Address of doctor:</p> <p>Postcode: Telephone number:</p>	<p>Known medical conditions, allergies, special dietary and health needs: <input type="checkbox"/> Yes <input type="checkbox"/> No Give details;</p> <p>Details of any medication being used:</p>
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Any other relevant information we should be aware of? birthmark/asthma

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I undertake to inform the Leader of the Before and After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed; Parent/carer: Date:

Details of persons authorised to collect child or who can be contacted in an emergency
 (in addition to parent/carer 1 and 2 on the previous page)

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address: Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. A password will also be required.

Signed: Parent/carer:Date:

Arrangements in the case of sickness and/or any emergency:

Our Before and *After School Club* does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity. Staff at the Clubs have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to West Croft School Breakfast and After School Club staff taking such action in your absence:

I (*print name*) give my consent to West Croft School Breakfast and After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer: Date

I (*print name*) give my consent to West Croft School Breakfast and After School Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer: Date

Photographs and videos:

The issue of child safety is taken very seriously at West Croft School and also with our Breakfast and After School Club Provision. This includes the use of images of pupils. These may be used for display/training purposes within the school as well as advertising and promotion.

We ask that parents consent to West Croft School Breakfast and After School Club Provision taking and using photographs and images of their children whilst completing activities.

We/I give permission for my child to be photographed

We/I give permission for my child to be videoed.

Name of child:

Signed: Parent/carer: Date:

Fees at the Before and After School Club

The cost of each session will be:

Before School (breakfast) Club: £6.50 (breakfast included) – drop off from 7:30am

After School Club – 5pm pick up - £7.00 (light snack provided)

After School Club – 6pm pick up - £10.00 (light snack provided)

In order to forecast numbers and plan staffing ratios, bookings are to be made in advance through the ParentPay system. Bookings for the following week will close on the Thursday evening for the following week.

All sessions must be paid for at the time of booking or they will be rejected. If payment is not received, your place will not come through to the school on the register and your child will not be able to attend.

A child's continued place at West Croft Breakfast and After School Club Provision is dependent on continued payment of fees.

Collection

Children must be collected promptly at the end of their booked session. For safeguarding purposes, two members of staff must remain on site until all children have been collected and the additional cost of staff overtime will be passed on. There will be a charge of £5.00 per child for every 15 minutes.

Please phone 07419 210 584 as soon as you are aware that you may be late collecting your child.

Persistent late collection will result in your child's place being withdrawn.

West Croft School Before and After School Club reserves the right to amend the terms/conditions at any time.

Agreement between parent(s)/carer(s) West Croft School Before and After School Club:

I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of West Croft School Before and After School Club as set out in the policy.

I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.

I agree to collect/make arrangements for my child to be collected from the before and after school club immediately if I am informed that he/she is unwell.

I agree not to send my child to West Croft School Before and After School Club if he/she is unwell.

Signature of parent/carer Date:.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for West Croft School.