

After School Club Registration Form

Name of child _____ D.O.B _____

Home address _____

Postcode _____

(1)Parent/carer name _____ Mobile _____

Relationship to child _____ Landline _____

Parental responsibility Yes No Work _____
home address _____

Postcode _____ Email: _____

(2)Parent/carer name _____ Mobile _____

Relationship to child _____ Landline _____

Parental responsibility Yes No Work _____

Home address _____

Postcode _____

Please indicate which parent/parents have legal parental responsibility. Please also give details of any person other than the ones above, who are authorised by you to collect the child

(1)Parent/carer name _____ Mobile _____

Relationship to child _____ Landline _____

Work _____

Home address _____

Postcode _____

Please attach any additional sheets

In case we cannot reach any of the above people, please give details of at least two people who can be contacted in the event of an emergency, e.g. grandparent or neighbour (these people need to be contactable between 3.00pm & 6.00pm).

(1) Authorised collector _____ Mobile _____

Relationship to child _____ Landline _____

Work _____

Home address _____

Postcode _____

(2) Authorised collector _____ Mobile _____

Relationship to child _____ Landline _____

Work _____

Home address _____

Postcode _____

Should your child require emergency medical treatment, every effort will be made to contact a parent/carer. Please indicate below if you are prepared to let a member of ASC Staff contact emergency services on your behalf

I do/do not* give permission for my child to receive urgent medical treatment under the consent of a member of ASC staff.

***please delete as appropriate**

Doctors Information

Name of Doctor _____ Telephone _____

Surgery name _____

Surgery Address _____

Postcode _____

Please give details of any current medical information or additional needs that your child has.

Medical conditions

Allergies

Medication

Dietary needs

Forbidden foods

Behaviour

Any Additional Information

Which days do you wish your child to attend?

Part session (3.30-4.30pm) Starting from.....

Mon Tues Weds Thurs Fri

After school club Starting from.....

Mon Tues Weds Thurs Fri

Adhoc (irregular or one off) Sessions only

Your child's favourite activities

Things that scare or upset your child

Things that calm your child down when they are upset

I have read and agree to the ASC terms and conditions

Parent/Carer Signature _____ Date _____

ASC Manager Signature _____ Date _____

PG film consent

I give/do not give* permission for after school club and its employees to show my child, with adult supervision, films with a PG rating

***please delete as appropriate**

Signature of parent/carers _____

Face painting Consent

Occasionally the children may choose to have face painting as an activity within the club. We always use good quality face paints.

I give/do not give permission for my child to have their face painted as part of an activity whilst after school club.

***please delete as appropriate**

Signature of parent/carers _____

Photographic Consent

I give/do not give* permission for after school club and its employees to take Photographs of my child which would only be used for any and/or all media pertaining to after school club such as Parent/Carer Handbooks, afterschool Website, or just within the club itself.

I understand that there will be no financial or other remuneration for photographing my child, and will in no way be used for personal use.

***please delete as appropriate**

Signature of parent/carers _____

Trips off site consent

I give/do not give* permission for after school club and its employees to take my child on supervised outings within walking distance of club and within legal staff ratios. I understand that prior notification of trips will be given by After school club.

***please delete as appropriate**

Signature of parent/carers _____

Parent/Carer Copy

Terms and conditions

I understand that in the acts of signing, returning and registering my child with After School Club I have read and enter into agreement the following terms and conditions, the non compliance of which may result in loss of my child's place at After School Club

Concerns

Should you have any concerns regarding your child's time at ASC, you will talk with the ASC Managers. Should you wish to contact ASC in writing, ASC will investigate your concerns and respond within ten working days.

A copy of the complaints procedure can be obtained from the ASC managers.

Invoicing and Payment of ASC fees

Payment can be made by:

- **childcare vouchers**
- **cheque**– payable to “St Pauls CE Primary School”
- **cash**

After School Club reserves the right to cancel attendance if payment is not received by the due date.

If necessary, ASC will take legal action to recover all debts, and legal fees incurred will be payable by parents/carers.

Invoice or payment queries or concerns should be directed to the ASC Managers.

Changes or Cancellations to sessions

All cancellations or changes to your booking must be made in writing to the ASC Manager, and will be confirmed by ASC.

If you plan to take your child out of ASC for a short period of time during term time e.g. a family holiday, you will give ASC as much notice as possible. Your child's session/sessions during this time, although cancelled, will have to be paid for in order to retain their place.

Changes to your payment arrangements and invoice will be recalculated upon receipt of notification if applicable.

Please note that should a session be swapped for an alternate date as a one off, you will be charged the full adhoc price as well as the original booked session.

Data and Child Protection

The personal information requested on the ASC booking form is required to allow ASC employees to provide out of school care. This information will not be divulged to persons unconnected with the After School Club without your express permission (unless relating to a case of child protection) in accordance with the Data Protection Act. It is the parent/carers' responsibility to update ASC with any changes in personal information including home address, emergency contact numbers and medical information.

Liability

ASC does not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of ASC or its staff.

ASC does not accept any liability for the loss or damage of any property belonging to children attending club.

ASC accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism or the threat of acts of terrorism, weather, sickness or any event outside the control of the club. During such periods, session charges will still apply.

Exclusion from ASC

ASC reserves the right to suspend or exclude your child from club if their behaviour is consistently disruptive or they are not behaving in the judgement of ASC, in a safe or acceptable manner. In this instance no refund will be given and any costs incurred, including any damage, will be passed onto the parents/carers who will also be responsible for the collection of the child from the club.