



AFTER SCHOOL CLUB
REGISTRATION FORM

Name of Child

Surname

Forename

Middle names

Known as

Age on entryyearsmonths

Date of birth

Position in family

Male/Female

Preferred Start Date:

Days Attending:

(After School Club) Mondays/Tuesdays/Wednesdays/Thursdays/Fridays

.....

PARENTS/GUARDIANS

Surname

Surname

Forename

Forename

Address

Address

Postcode

Postcode.....

Telephone No.....

Telephone No.....

Email address.....

*** Parental Responsibility**

Name.....

Signed.....

***Please indicate above who has Parental Responsibility.**

Name of adults permitted to collect your child from the After School Club.

Name.....

Name

Name.....

Name.....

EMERGENCY CONTACTS

Please give details of persons who can be contacted in an emergency, if parents are unavailable. Please place them in the order in which you wish them to be contacted:

1. Surname Forename

Relationship to child

Address

..... Postcode Telephone

Mobile:.....

2. Surname Forename

Relationship to child

Address

..... Postcode Telephone

Mobile:.....

Language spoken at home

Ethnic origin (Please circle response)

White

British

Irish

Traveller of Irish heritage

Gypsy/Roma

Any other White background

.....

Asian

Indian

Pakistani

Bangladeshi

Any other Asian background

.....

Black or Black British

Caribbean

African

Any other black background

.....

Mixed

White and Black African

White and Asian

Any other mixed background

.....

Chinese

Any other ethnic background

Language spoken at home

Doctor.....

Address

Health visitor

.....Postcode.....

Tel. No.

HEALTH/WELFARE

Medical Information

Does your child have any medical conditions we should know about? If so please describe

.....
.....

Are there any medicines your child takes regularly eg for asthma or life threatening conditions eg. allergic reaction requiring epi-pen ?.....

If yes, please contact the After School Club for a copy of the Administering Medicines Policy and to discuss this with the Manager. Please note that no medicines can be administered without prior consent.

Is there any food that your child must not eat?.....

Any other information which may be relevant to ensure that the After School Club meets your child's needs

.....
.....

Name of school you want your child collected from including which year they are in

.....

CONSENT TO EMERGENCY MEDICAL TREATMENT

I consent to any emergency medical treatment necessary during the course of my child's attendance at the After School Club. I therefore authorise the staff to sign on my behalf any written form of consent required by the medical authorities concerned should the delay required to obtain my signature be considered by the medical authorities likely to be prejudicial to my child's health and safety.

TRIPS

Sometimes we find that there is an opportune time for us to take the children out locally, perhaps to the shops or to the park. Are you willing for your child to accompany a member of staff for this kind of activity?

YES/NO (Please circle your response)

I have read and accept the Terms and Conditions of the After School Club.

To register, please sign and date this form, the terms and conditions (set out below) and send it with your cheque for £135 (payable to S & S Education Ltd.), being a deposit of £100.00 held against the final term's fees and a non refundable registration fee of £35.00. Please send to 38 Cambridge Park, East Twickenham, Middlesex TW1 2JU or transfer via BACS to Santander – S & S Education Ltd – Account number: 39891138 – Sort code: 09-01-27. Parents are kindly requested to give a term's notice, in writing, before removing your child from Windsor After school club, otherwise the terms fees are payable.

Signature of Parent/Guardian	Date
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TERMS AND CONDITIONS

Confirmation of Place

Your child's place will be confirmed in writing. This confirmation will include details of your child's allocated sessions, date of a visit/settling in session and commencement date.

Policy Documents

The After School Club has formulated a comprehensive set of policies and procedures to which we adhere. Parents /carers are requested to read these prior to your child's attendance.

After School Club Fees

Fees are payable prior to attendance either half termly or termly in advance (unless they are paid monthly or by Childcare Vouchers). The initial deposit of £135, (including a £35 registration fee) is paid to secure your child's place, £100 being held on account and refunded following the decision to leave The After School Club, giving one term written notice and on payment of all other fees due. Deposit is not refundable if place has been offered and place is not taken up.

If you wish to accept the sessions offered a further deposit of £250 is payable which is held against the first term's fees.

Fees are reviewed at the start of each academic year.

If the After School Club fees remain outstanding for a period of two weeks after the start of term, the After School Club reserves the right to charge a late payment fee of an additional 5%. If persistent non payment continues we will follow the procedures outlined in our Non-Payment Policy.

Attendance and Absence

All children should attend regularly at the sessions booked. Notice should be given in advance of absence for holidays, appointments etc. and as soon as possible in case of illness. Fees will be charged at the full rate for any periods of holiday or sickness.

Cancellation of Place

If at any time you should decide that you no longer wish to retain you child's place at the After School Club a minimum of one term's notice in writing will be required or a terms payment in lieu.

Unforeseen Closure

In the event of closure of the After School Club due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure or other causes beyond the reasonable control of the Director, the After School Club will close and the parent/carer accepts that no refund of fees will be made. This is due to continued operational costs of the After School Club.

Sickness/emergency treatment

Children must not attend the After School Club while they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the After School Club, the parent / carer will be contacted to arrange to take their child home.

In the case of an infectious illness the recommended exclusion time must elapse before the child can be readmitted to the After School Club. The After School Club will adhere to the guidelines provided by the Health Protection Agency. In the case of an emergency the After School Club will contact the appropriate health professionals. If attendance at a hospital is required a senior member of staff will accompany the child and remain with the child until the child’s parent/carer arrives. The After School Club will continue with attempts to make contact with the parent/carer, if they have not been able to reach them immediately.

Complaints procedure

The After School Club has a complaints procedure. A copy of this is held in the After School Club, in compliance with Ofsted requirements.

Ofsted Registration

The After School Club is registered with Ofsted and complies with all Ofsted policies and procedures.

The After School Club reserves the right to change the above Terms and Conditions as and when the need arises. One month’s notice will be given in writing to notify parents/carers of any changes.

Agreement

As parent/carer, I acknowledge that I have read and agree to the Terms and Conditions set out above.

Name

Parent/Carer 1

Name

Parent/Carer 2.....

Signature.....Date.....

Signature.....Date.....



Permission Form

Child's Name:

.....

Delete as applicable

I give my permission for photos to be taken for use in observations, newsletters, portfolios and routine after school club us	YES	NO

I give my permission for photos to be taken for use on the Windsor Kindergarten website, brochures and posters	YES	NO

I give my permission for written observations to be undertaken for after school club use	YES	NO

I give my permission for face paints to be used during after school club session	YES	NO

I give my permission for nail varnish to be used during after school club session	YES	NO

I give permission for sun cream to be applied during the sessions if necessary. Sun cream will be provided by the after school club. If your child is allergic to sun cream(s), please speak to the manager.	YES	NO

Parent's Signature;

Date ;