

# White Court School

## After School Club Registration Form

Please complete a separate form for each child attending



Club Managers – Sally Horsham / Fiona Bailess

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### 1.CHILD'S DETAILS

Full Name:

Preferred Name:

Date of Birth:

Current Class No:

Address:

Post Code:

### 2.PARENT/CARER DETAILS

.....  
: 1st Contact Name:

: Relationship to Child:

: Home Address:

: Mobile Number:

Home Number:

: Email:

: Employers name:

: Employers Address:

: Employers tel no:  
.....

.....  
: 2nd Contact Name:

: Relationship to Child:

: Home Address:

: Mobile Number:

Home Number:

: Email:

: Employers name:

: Employers Address:

: Employers tel no:  
.....

.....  
: Please cross out those not relevant:

: Who has parental responsibility: Mother / Father / Other (please specify)

: Who has legal responsibility: Mother / Father / Other (please specify)  
.....

**3.EMERGENCY CONTACT:-Please state all other persons whom are permitted to collect your child below:**

.....  
: 1st Name:  
: Relationship to Child:  
: Mobile Number: Home Number:  
: .....

.....  
: 2nd Name:  
: Relationship to Child:  
: Mobile Number: Home Number:  
: .....

.....  
: 3rd Name:  
: Relationship to Child:  
: Mobile Number: Home Number:  
: .....

**4.MEDICAL INFORMATION**

.....  
: Name of Doctor:  
: Surgery Address:  
: Telephone Number:  
: .....

.....  
: Please detail any additional/special needs:  
: .....

.....  
: Please detail any medical history/conditions including details of any medication:  
: .....

.....  
: Please detail any known allergies:  
: .....

.....  
: Please detail any special dietary requirements:  
: .....

**5.Please tell us your child's first language, religion and culture?**

.....  
: First Language:  
: Religion:  
: Culture:  
: .....

6. I give written permission to allow for my child to: (delete as appropriate):

- ◆ Have first aid to be administered to my child should they require it and for White Court School After School Club to seek medical assistance if this is required.
- ◆ Be given a plaster if required unless stated in the allergies section.
- ◆ Take part in individual / group photos for displays
- ◆ For photos to be used for promotion (website, letters, leaflets, newspapers)
- ◆ Have sun cream applied by a member of staff if necessary
- ◆ Have face paints applied
- ◆ Play in the school grounds with supervision

Signed: .....

- ◆ I consent to my child attending this club. I understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club
- ◆ I understand that my child will be provided with a snack, drinks and a small tea whilst at the club unless otherwise requested.
- ◆ Once my child is at After School Club he/she will be in the care of the staff until collected and signed out by a 'named' responsible adult.
- ◆ I will inform the school office if my child will not be attending the club on a day that he/she is booked into the club, by 8 a.m. on the day.
- ◆ I accept that whilst at the club my child may get involved in messy activities.

Signed: .....

## Terms and Conditions

- ◆ All bookings must be made and paid for at least two weeks in advance
- ◆ Refunds will not be given for non-attendance once a booking has been made unless a minimum of two weeks' notice is given
- ◆ It is the parents/carers responsibility to check bookings are correct
- ◆ I understand that persistent late or non-payment of fees may jeopardise my child's place
- ◆ If my child is not collected by 6.00pm, I will pay a charge of £10 per 15 minutes to cover the costs of the two staff who are legally required to stay. If my child remains at 6.45pm, I understand that the After School Club staff will be legally required to contact Social Care
- ◆ Staff cannot be held responsible for any lost or stolen items
- ◆ Only medication prescribed by a doctor will be administered by the staff and we must have the written permission of the parent/carer
- ◆ I understand that should there be any incidents at the After School Club involving my child, I will be informed of the situation
- ◆ I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy
- ◆ I confirm that the information given on this form is correct and agree to notify the club of any changes in telephone numbers and contact details, or any other information
- ◆ I am happy to receive invoices and other club information via email
- ◆ All children are expected to behave appropriately at the club. Parents will be informed if their child's behaviour is inappropriate. White Court After School Club (ASC) will follow the school's behaviour management policy
- ◆ If your child attends an after school activity in school before attending the After School Club, the full amount for ASC will still be payable
- ◆ White Court ASC is an extension of White Court School. If the school is closed for any reason e.g. non-pupil day/snow day, the ASC will be closed
- ◆ All school policies apply to White Court ASC. Details of these are available on the web-site

I have read and, in signing this form, accept the above conditions for my child attending the After School Club.

Signature of Parent/Carer.....Date.....

Please print name.....