

**Breakfast and After-School Club  
REGISTRATION AND CONTRACT  
Term Time Only Contract**

Childs Full Name:	
Date of Birth:	Male or Female:

Names of Parent(s) / Guardian	School Attended:
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Home Address:	<b>Emergency Contact Details (1)</b>
Contact No:	Name:
Email:	Address:
	Contact No:

<b>Emergency Contact Details (2)</b>	Class Teacher;
Name:	Year/Group;                      Session;
Address:	School Closing Time;
Contact No:	School Email;
	School phone number;

Name of Child's Doctor:	Does your child take any medication? If so, please give details
Address:	
Contact No:	
NHS No:	

Is there anything your child does not like (food, games etc) or is scared of?	Any special dietary requirements / food allergies
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Is your child permitted sweets/cakes?

Are you happy for your child to have party foods on birthdays and other festivals?

When would you like your child to start?

Names of any siblings also using the club:

What are your child's favourite activities?

On which days would you like your child to attend (please tick)
Mon [ ] Tue [ ] Wed [ ] Thur [ ] Fri [ ]

Some of the routine activities of the club may involve physical play activities, visiting parks, short trips & day trips. Minor accidents will be expected through the very nature of participating in Play. All activities are risk assessed and properly supervised. For your child to take part in these activities you must give your permission.
I agree to my child taking part in the activities planned and provided as detailed above: Yes [ ] No [ ]
I agree that I will make payment to the Club for Entry fees for outings and provide my child/ren with relevant spending money on the day if required. Yes [ ] No [ ]
I agree for the Manager to act appropriately in an medical emergency: Yes [ ] No [ ]

Permission to have child's photo taken whilst in the Club
Whilst in the Great Child, there are a number of occasions when your child's photo might be taken e.g. for use on wall displays, by the local press to accompany press releases etc. To avoid the need to get permission each time, we ask you to sign this slip giving an indication of your preferred choice. Please see the image consent letter for more information
Yes, you may take my child's photo at any time whilst in the Club. Signed: .....
No, I would prefer you not to take my child's photo whilst in the Club. Signed: .....

SECURITY
In the event of somebody else collecting your child we require a password to release your child. All staff are trained to ask for this password if they do not recognise the person collecting your child.
Child's name: ..... Password: .....
Parent's Signature: ..... Date: .....

NEW YEAR - UPDATE

Class Teacher;



Year/Group; Session;

School Closing Time;

School Email;

School phone number;

**NEW YEAR - UPDATE**

Class Teacher;

Year/Group; Session;

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School Email;

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**NEW YEAR - UPDATE**

Class Teacher;

Year/Group; Session;

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**NEW YEAR – UPDATE**

Class Teacher;

Year/Group; Session;

School Closing Time;

School Email;

School phone number;



**PARENT INFORMATION**

The Club will operate during term time from for 3pm – 7pm for after school activities and 7am to 9am for breakfast club.

All fees must be paid weekly or monthly (subject to an agreement) in advance. If payment has not been received by this time, we reserve the right to withdraw the service from you. If fees remain unpaid, we will implement our debt collection process which will result in the debt being passed to our debt collection agency. If settlement is not received it may result in us taking out proceedings in the County Court. It is our policy to pursue outstanding debts and could result in a CCJ (County Court Judgment) being made against parents. This will impact on their chance of obtaining future credit i.e a loan or mortgage.

Full fees will be payable in the event of bad weather or any other circumstances that result in the early closure of the Club.

Full fees will be payable if your child/ren is absent from the Club for any reason.

All booked sessions are payable and sessions cannot be swapped (unless in extreme circumstances and subject to availability)

Sessions may be booked for any number of days per week. Priority will be given to members and those who make a regular commitment. Priority will also be given for siblings who are within the age range of the club. However, regular users must book holiday sessions at least 4 weeks in advance along with an advance payment in order to guarantee the place. Failure to follow procedures may lead to sessions required, being offered to other parents/carers. Bookings received outside the times identified run the risk of not being available.

If you have booked and paid for the service in advance, and find that you are unable to attend for occasional commitments, payment will still be required to ensure that your child/rens place is reserved. **Fees are still required for non-attendance e.g. family holidays, sickness, school inset training days; school closure during term time unless a permanent cancellation has been received giving 14 days notice.** Holiday cancellations require a minimum of 14 days notice (inclusive of weekends) or a 50% charge of each session cancelled will be levied.

The Club requires that parents make their child/ren aware of the Policies and Procedures attached with this contract. If at any time your child’s behaviour becomes consistently unacceptable we reserve the right to withdraw the service and we will refund any payments held

If your child/ren needs to bring any medication to the Club, these must be handed to the Club Co-ordinator at the start of the session, and must be in the original container, clearly labelled with the child’s name, time to be administered and dosage required. Medication can only be dispensed with written authority from the parent/guardian.

Notice of termination of the contract can be made by either party giving notice in writing. A minimum of two weeks and a maximum of four weeks’ notice of termination is suggested. If it is necessary to end the Contract immediately then payment in lieu of notice must be made. ...

**School inset days; training days or one-off closure during term time will not be accepted as school term closure. Payment will be needed in order to maintain your child’s place as numerous other schools within the location will be open on these days and parents will require their child/ren to attend the Club.**

Individual needs outside of these terms and conditions can be considered and accommodated at the club’s discretion.

**I understand and agree to abide by the terms and conditions set out above. I confirm that I have read and am fully aware of the Policy and Procedures attached.**

Signature .....

Date.....