

Schools Out for Fun Registration Form

Child's Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	Year: Class:	First Language:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Relationship to Child:			Relationship to child:		
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Please indicate the order in which the numbers should be called.			Please indicate the order in which the numbers should be called.		
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details on separate sheet.)					

Emergency Contact Details - Please provide details of two people we can contact if unable to get hold of you

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor:

Address:	Telephone:
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About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Does your child have any medical conditions or medicines we should know about? (Asthma, epi-pen)

Signature of Parent/Carer

Date:

Pledge To Parents

(Please return one copy to the club and keep one for your records)

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

Because of this our Staff undertake to:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, snack ideas, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

In order to continue running a fun, safe after school club we ask all parents to agree to:

- Informing us of any absences.
- Inform us of any changes to the collection of their child.
- Collect their child on time wherever possible and let us know if not.
- Give names and contact details for two people we can contact in an emergency and keep us updated if these details change.
- Keep a sick child at home for 48 hours after sickness and diarrhoea, and collect one who becomes ill as soon as possible.
- Let us know if a child has contracted an infectious disease or head lice.
- Tell us of any significant happenings at home which may affect a child's behaviour.
- Read the policies.
- Inform us of any medical conditions or allergies.
- Give a months' notice if changing or cancelling a session.
- Pay fees once invoiced - informing us of any problems as soon as possible.

Date:

Signed:

Print Name:

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Date:

Signed:

Print Name:

Permission Form

Due to the large number of permission slips we send out during the course of the year we have put together a single permission slip that covers all occasions. Please could you complete and sign the form below and return it to us. The permission forms are for the time your child attends the club, reminders will be sent out annually if you wish to change any permissions. If you would like to make any changes then please let us know. If you have any questions please don't hesitate to ask.

Child's Name.....

	Permission given: Yes / No	Comments
Photo's displayed within the club		
Photo's used for local advertising		
Photo's used on the club website		
Photo's containing your child in a group to be shared with other parents via email or memory stick.		
Videoing of children during activities – only seen by staff and children		
Observations undertaken by staff for relevant coursework		
Treatment for minor injuries		
Plasters applied when necessary		
Apply Suncream		

Signed.....(Parent/Carer) Date.....

Password to be used when collecting your child from after school club:.....

Booking Form

Child's name:.....

Class:.....

Start Date:.....

(Please tick the sessions that you require below)

	7.45-8.35am	7.30-8.35am	3.00-4.30pm	3.00-6.00pm
Fee	£4.00	£5.50	£5.50	£9.50
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Please book my child in for the days and times indicated above.
 I will let you know in advance if my child will not be attending a booked session.
 I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed: Date:
 (parent/carer)

Preferred method of contact : email / phone

Email:..... Telephone:.....

Please return the booking form :

- scanned by email to : schoolsoutforfun@yahoo.co.uk
- to the school office clearly marked for Schools Out for Fun (SOFF)