



**Registration Form – (One form per child)**

<b>Childs details:</b>	<u>Name:</u> <u>Date of Birth:</u> <u>Class:</u>		
<b>Home Address:</b>			
<b>Emergency Contact:</b>	<u>Contact 1 Name:</u> <u>Relationship:</u> <u>Telephone:</u>	<u>Contact 2 Name:</u> <u>Relationship:</u> <u>Telephone:</u>	<u>Contact 3 Name:</u> <u>Relationship:</u> <u>Telephone:</u>
<b>Allergies:</b>			
<b>Medical Needs:</b>			
<b>Photo Permission:</b>	On occasions we will take photos of children for displays within the club. If you <b>do not</b> wish for your child to have their photo taken, please tick this box. <input type="checkbox"/>		
<b>Childs Doctor:</b>	NAME: ADDRESS: TELEPHONE:		
<b>Who will collect your child:</b>	<u>Contact 1</u> <input type="checkbox"/>	<u>Contact 2</u> <input type="checkbox"/>	<u>Contact 3</u> <input type="checkbox"/>
	No-one other than those stated above will be able to collect your child, unless they are able to offer a password on collection. Please can you choose a password, and this will be added to the file; <b>PASSWORD:</b>		
<b>Will you be using Childcare Vouchers?</b>	Childcare Voucher Provider's Name:		

I agree to the terms and conditions of Wanborough Primary School After School Club (Please tick)

Parent/Carer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please email completed form to [admin@wanborough.swindon.sch.uk](mailto:admin@wanborough.swindon.sch.uk)

You cannot attend the after school club until you have received confirmation from the school office, in which you will then be able to book and pay for your sessions. Full details of the club will be sent to you once your registration is confirmed.

## Terms and Conditions

Parents/carers will ensure that all telephone numbers and contact details and information on the registration form are kept up to date at all times.

Parents/carers agree to book and pay for sessions **in advance by the Wednesday of the week before.**

It is not possible to swap days or refund monies due to non-attendance once a booking has been made, unless 48 hours' notice has been given or the child is ill. Parents/carers should be aware that it is their responsibility to check bookings are correct.

Any costs incurred by Wanborough Primary School After School Club relating to the recovery of fees will be added to any amount outstanding

After School Club finishes at 6pm. Staff must ensure that everything is packed away and left the premises by 6.15pm. We therefore must ensure that children are collected no later than 6.00pm.

**If a child is collected late from the after school club, parents/carers will be charged £5 for every 15 minutes late. Any children collected after 4pm for the 1 hour session will be charged the £15.00 fee for a full 3 hour session. If the person collecting the child is persistently late we reserve the right to withdraw the child's place. If your child is still in our care at 6.30pm and we have not heard from you we reserve the right to contact Social Services to report this.**

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.

In the event of an emergency, parents' consent is given to the seeking of any necessary emergency medical advice or treatment during the running of the setting.

Unless stated in the allergies section on the form, I give permission for Wanborough Primary School After School Club staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent/carer. Please refer to the school medicine policy on our website.

School policies will apply to Wanborough Primary School After School Club. Policies which are available on our website.

All information which we have been given relating to your child will be held securely and confidentially.

**Wanborough Primary School After School Club believes that every child is entitled to a safe and happy environment. All adults associated with the After School Club are committed to this statement. Anyone accessing the facilities offered will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the Social Care team if we feel it is in the interests of safeguarding your child.**

The emergency contact number to use during After School Club hours only (3pm – 6pm) is:

**07922 513646**