

Care Club Registration form

Phone number: 01782 235393 (option 2)

Every child who attends the club MUST be registered. Children will remain at the club until collected by a named adult. To enable us to complete the registration please give us all the details requested below. All information will be kept confidential.

Child's full name

Preferred name

Date of Birth

Child's address

Name(s) of people with parental responsibility

Home telephone number

Mother's/carer's details

Name

Mobile number

Place of work

Work telephone number

Father's / carer's details

Name

Mobile number

Place of work

Work telephone number

Person(s) collecting child

Name

Password

First emergency contact

Name

Home telephone number



Mobile number

Second emergency contact

Name

Home telephone number

Mobile number



Medical information

Name and address of child's doctor

Telephone number

Any special diet or allergy requirements

Any health problems or specific needs

Child's ethnicity _____

Parent's / carer's signature

Date

Terms and conditions

- 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.
- Once my child is delivered/ collected for the club he/she will be in the care of the staff until collected and signed out by a `named` responsible adult.
- I will book my child onto sessions in advance using my online SCO pay account. On the day bookings will not be accepted.
- I will make payment in advance for all pre booked sessions using my SCO pay account. Persistent or non-payment of fees will jeopardise my child's place and the school will hold the right to refuse a place for your child.
- We cannot guarantee a place for your child as numbers are restricted, therefore we strongly recommend that you book the required sessions as far in advance as possible.
- I will inform the club or school office if my child will not be attending the club for a session that he/she is booked into.
- We are not able to refund sessions that have been paid for and not used. This may be used as credit for a future session.
- Children must not be dropped off on the car park for the Care Club and walk in by themselves. Parents/carers must sign the register at the door when dropping off and collecting their child.
- The car park must only be used for drop off and pick up before 8:15am and after 4:30pm.
- I accept that whilst at the club my child may get involved in messy activities. Aprons are provided.
- If my child is not collected by 6pm I will pay an extra charge of £5 per quarter of an hour to cover the extra staffing costs.
- If my child remains at the club until 6.30pm, after staff doing everything possible to contact parents and emergency contacts, then I understand that the staff will be legally required to contact social services.
- I understand that staff cannot be held responsible for any lost items.
- I understand that should there be any incidents at the club involving my child, I will be informed of the situation.
- I understand that the information given on the registration form is confidential. However, there may be times, eg in child protection concerns, when details may be passed on to other agencies in line with the safeguarding policy.
- Where the club has endorsed my Childcare Tax Credit I understand that I am legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim.
- I confirm that the information given on this form is correct and agree to notify the club of any changes in detail.
- I have read and, in signing this form, accept the above conditions for my child attending the club.

Signature of parent/carers

Date

Name (please print)



I give permission for staff to:

- Administer appropriate first aid if required including plasters
Yes/No
(please circle)
- Seek any medical emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers
Yes/No
(please circle)
- Apply sun cream in the summer months which has been previously brought in from home and labelled.
Yes/No
(please circle)

I give permission for my child to:

- Play in the school grounds with adult supervision
Yes/No
(please circle)
- Take part in individual/ group Photos
(for child profiles or club album ONLY)
Yes/No
(please circle)

Signed

Date



For your child to complete:

What is your name?

What is your nickname?

What is your favourite food?

What is your favourite colour?

What is your favourite book?

What is your favourite toy?

What is your favourite film?

Would you like to draw us a picture of yourself?

Parent/carer signature

Date

