

# Woodpeckers After School Club Contract and Registration Form

**Woodpeckers After School Club Leader:** Mrs D Stokes

**e-mail:** office@allsaintsprimary.org

**Telephone:** 01284 828223

**Information recorded here is kept confidential**

## Child's personal details:

**Full name of child:** .....

**Date of Birth: (day/month/year)** .....

**Gender:**    Male    Female

**Child's Home address:**

.....

.....

.....**Postcode:** .....

**Telephone contact: Home :**.....

**Mobile:**.....

**Work:** .....

**E-mail :** .....

**Parents'/carers' details:**

<b>Full names:</b>	<b>Parent/Carer 1</b>	<b>Parent/Carer 2</b>
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Details of persons authorised to collect child/ emergency contacts:**

<b>Emergency Contacts</b>	<b>Contact 1</b>	<b>Contact 2</b>
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.**

Signed: Parent/carer: .....Date: .....

Signed: After School Leader.....Date : .....

**Child's medical information/individual needs:**

Name of doctor:.....

Doctor's surgery and address:.....

.....

Postcode:.....

Doctor's telephone number:.....

Known medical conditions, allergies, special dietary and health needs:

Yes

No

If yes, please give details:.....

.....

Details of any medication

:.....

.....

Any other relevant information we should be aware of?

.....

I undertake to inform the Leader of After School Club at All Saints CEVCP School as soon as possible of any change in medical and/or any other relevant circumstances.

Signed; Parent/carer: .....Date: .....

Signed: After School Leader.....Date :.....

**Arrangements in the case of sickness and/or any emergency:**

If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity. While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services.

Please sign below giving your consent to All Saints' CEVC Primary School After School Club taking such action in your absence:

I (*print name*) ..... give my consent to Woodpecker After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer: .....

Date: .....

I (*print name*) ..... give my consent to Woodpecker After School Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

**Signature of parent/carer:** .....

**Date:**.....

**Fees at Woodpeckers After School Club at All Saints' CEVC Primary School**

The cost of each session will be: £6 (including a snack)

Part attendance due to an after school activity: session: £4.00 (snack provided)

In order to forecast numbers and plan staffing ratios carefully, a minimum of a **day's notice** is required for **extra** attendance at All Saints' CEVC Primary School After School Club. If parents email the school during the weekend, we cannot confirm if a place is available until Monday morning. **All sessions must be paid for in advance.**

**Late Fee:**

Woodpecker After School Club will run from the end of school to **6pm prompt.**

**Any parents arriving after 6pm will be charged a late fee of £5 for each five minutes beyond 6pm.**

**A child's continued place at Woodpeckers After School Club at All Saints' CEVC Primary School is dependent on prompt payment of fees.**

**Woodpeckers Weekly Registration Form:**

(Name of child).....

Week Commencing:.....

	Mon	Tues	Wed	Thurs	Fri
3:15 – 6p.m  £6 per session					
To join after an after school club  £4 per session					

Weekly fees enclosed: .....

**Signed:** .....**Parent/carer**

**Date :**.....

**Please note that:**

- Woodpeckers After School Club reserves the right to amend the terms/conditions and registration fees at any time.
- **It is our policy that everyone who attends, works in or visits Woodpeckers After School Club has the right to enjoy the service we provide** and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

**Agreement between parent(s)/carer(s) and After School Club at All Saints' CEVC Primary School:**

- I understand that I need to complete the weekly registration form and to pay club fees in advance
- I agree to meet the terms and conditions of Woodpeckers After School Club
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected immediately I am informed that he/she is unwell.
- I agree to collect my child promptly by 6pm or incur late fees.

**Name of parent/carers 1:**.....

**Signature of parent/carers 1** ..... **Date:**.....

**Name of parent/carers 2** .....

**Signature of parent/carers 2**..... **Date:**.....

**Signature of After School Club Leader :**

..... **Date**.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for All Saints' CEVCP School.