



2017/18 ONE FORM PER CHILD

AFTER SCHOOL CLUB ANNUAL REGISTRATION AND BOOKING FORM

The After School Club is a termly pre-booked service, payable in advance. It is available to pupils of Hornmead First School. Existing balances must be paid before a new application is accepted.

Pupils in receipt of Pupil Premium Grant may be entitled to 100% support with costs for the Activity Club Session.

CHILD'S FULL NAME:		CHILD'S DATE OF BIRTH	
PARENT/CARER NAME:		CURRENT AGE	
ADDRESS:		YEAR GROUP <i>Please circle</i>	R Y1 Y2 Y3 Y4
		Child's 1st Language	
POST CODE:		Religious / Cultural / Social Need	
STARTING DATE:		CONTACT INFORMATION	
Tick which days and sessions your child will be attending:		Home phone: Mum's name: Mobile Number: Work Number: Dad's Name: Mobile Number: Work Number: Another person to contact in case of an emergency (should be different to above): Name: Relationship to Child: Tel: Who do we contact first in an emergency? <input type="checkbox"/> Mum <input type="checkbox"/> Dad <input type="checkbox"/> Other Doctor's Name and Surgery Address:	
ACTIVITY CLUB SESSION £2.50 per day <i>See termly list for sessions</i> 3.15pm – 4.15pm	FULL SESSION £5.50 (£4.50 for siblings) per day <i>(Includes Activity Club Session)</i> 3.15pm – 5pm		
<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> <i>Tick if your child in receipt of Pupil Premium Grant</i>	<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY		
Who will normally collect your child?	Name: Relationship to child:		
If you are unable to collect your child for any unforeseen reason who will collect your child instead?	Name: Relationship to child:		
IS THERE A COURT ORDER PERTAINING TO THIS CHILD? <input type="checkbox"/> NO <input type="checkbox"/> YES. Please give details:			
MEDICAL HISTORY	IMMUNISATION		
<input type="checkbox"/> Chicken Pox <input type="checkbox"/> Measles <input type="checkbox"/> German Measles <input type="checkbox"/> Whooping Cough <input type="checkbox"/> Mumps	<input type="checkbox"/> Polio <input type="checkbox"/> Diphtheria <input type="checkbox"/> Tetanus <input type="checkbox"/> MMR <input type="checkbox"/> HIB		
PLEASE CONTINUE OVERLEAF FOR OTHER MEDICAL FACTORS WE SHOULD BE AWARE OF.			
TERMS AND CONDITIONS OF THIS BOOKING ARE DETAILED OVERLEAF.			

OTHER INFORMATION

Does your child need Asthma Medication?

NO

YES

Tick if one is already in school.

If not, one must be provided on the first day of attendance.

Does your child have an Epipen?

NO

YES

Tick if one is already in school.

If not, one must be provided on the first day of attendance.

Please give details of any current medical information which may be relevant (for example Allergies, Special Needs, such as Autism, Medications etc.)

IF YOU BECOME AWARE OF CHANGES TO ANY DETAILS BELOW THEN YOU MUST INFORM US IMMEDIATELY.

Terms and Conditions

1. **All booked days on this form will be charged in advance per term. Parents can choose to pay monthly, payment due by the 5th of each month.** We accept payment through Childcare Voucher Schemes. Please ask at the office to see if we are already registered with your scheme.
2. Daily costs are:
 - a. Activity Club Session: 3.15pm – 4.15pm: **£2.50 per child for each session**
 - b. Full Session: 3.15pm – 5.00pm (includes Activity Club): **£5.50 per child, or £4.50 for siblings, for each session**
 - c. **Pupils in receipt of Pupil Premium Grant may be entitled to up to 100% support with the costs of the Activity Club Session only. This support will be confirmed in writing.**
3. A half-term's **WRITTEN** notice must be given to cancel or reduce the days booked. E.g. inform us of a change by 30th October for effect from 1st January.
4. 'Ad Hoc' or 'On Demand' places are available, provided this form is completed and signed in advance and there is space available on the day. Payment for the session then must be made within 5 working days.
5. Every attempt will be made to ensure childcare is provided for the full school year, even when an Activity Club is unable to run. Where the After School Club is forced, for reasons beyond its control, to suspend its service, a full refund will be offered for the sessions affected. No refunds can be made for short-term illness (5 days or less).
6. Parents/carers agree to collect their child/children **at or before the end of the booked session.**
7. Parents/carers understand that if they are late collecting their child/children (except in exceptional circumstances), an additional charge will be made to cover staff expenses incurred.
 - a. **Activity Club Session (Collect by 4.15pm):** Late collection of children by 5 minutes or more (up to 5pm) will be charged at £3 per occurrence.
 - b. **Full Session (Collect by 5pm):** Late collection of children by 5 minutes or more will be charged at £5 per five minute block or part block, rounded up. Maximum charge per occurrence: £25.

I agree to be bound by the terms and conditions of the After School Club.

Signed:

Date: