



Woodbury Breakfast Club and After School Club Registration Form

A registration form **MUST** be completed for **EACH** child who attends the After School and Breakfast Club.

Use a separate form for **EACH** child in the family. All children will be marked in on the register on arrival and departure. Children must remain in the club until collected by a **KNOWN** adult or taken to their classrooms if attending the Breakfast Club

PLEASE PRINT YOUR ANSWERS.

Child's Full Name:		Date of Birth:	
Preferred Name to be called:		Class Name:	
<u>Parent and Carer Information</u>			
Name:		Name:	
Relationship to the Child:		Relationship to the Child:	
Parent's Occupation:-		Parent's Occupation:-	
Home Address:		Home Address:	
Home No:		Home No:	
Mobile No:		Mobile No:	
Work No:		Work No:	
Email:		Email:	
Do you have Legal Contact / Responsibility: Y/N		Do you have legal contact / responsibility: Y /N	

Alternative Emergency Contacts Details

Named persons who are allowed to collect your child in an emergency or in the event of After School Club being cancelled **(Please put in order of who you would want us to contact first)**

Name:	Relationship to Child:
Address:	Mobile Number:

Name:	Relationship to Child:
Address:	Mobile Number:

Name:	Relationship to Child:
Address:	Mobile Number:

- **Please note 3 emergency contacts must be put down in full!**

Outside Agencies Contact Details

GP's Name:	Practice Address:
Contact Number:	

Names of Professionals Involved With Child

(ie – Speech and Language, Hearing Difficulties, Special Educational Needs Coordinator)

Name:-	Role:-
Agency:-	Telephone Number:-

Does Your Family Have a Social Care Worker? Yes/ No

Name:-	Based at:-
Agency:-	Telephone Number:-

What is the reason for the involvement of social care department with your family?
(If the child has a child protection plan, make a note here – **do not include details**)

About Your Child

Does your child have any Additional/ Special Needs?:
(If so are they stated? **A copy of statement will be required**)

Does your child have any allergies (include medicine and food etc):

Does your child have any dietary requirements or dislikes:

Has your child had all their immunisations, including MMR and Meningitis?

Does your child have any emotional/behavioural issues we should know about?

Is there any other information you feel we should know about? (This could include issues at home, ie an older/younger sibling having medical issues or behavioural issues that could impact on the child in our care)

Does your child have any:-
Particular Interests:-

Comforts:-

Ethnic Origin:-

Preferred Language:-

Child's Religion:-

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in, and that you would like to see acknowledged and celebrated whilst in our setting?

What does your child like to eat for Breakfast (Cereals, Spreads for toast):-

Permission

I give permission for the named child to:-

I am/not happy for my child to play outside with supervision
I am/not happy for ASC staff to take my child to the park located on Orchard Close
I am /not happy for my child to take part in face painting
I do/not give consent for first aid trained staff giving first aid where emergency first aid is necessary
I give /do not give permission to staff to sign any written form of consent required by the hospital if a delay in getting my signature is considered to endanger my child's health and safety
I give / do not give consent for ASC staff to use hypoallergenic plasters on my child
I give/do not give consent for a member of staff to assist with my child with sun cream if necessary
I am/not happy to receive newsletters and any other information by email
I am/not happy to receive text messages regarding reminders and any other information

Photo Permission:-

I give / do not give permission for photos to be taken and used in the ASC Display folder for children and parents to look at.
I give / do not give permission for my child's picture to be in other children's key folders. (This is if a joint friendship picture has been taken, and we think the memories would be nice to keep). Please see the parent handbook for more information on this if unsure.
I give / do not give permission for my child's photo to be used on the Woodbury After School Club 'closed' Facebook page – only accessed by Staff and Woodbury Parents
I give / do not give permission for my child's photo to be taken and used for advertising and posters
I give / do not give permission for my child's photo to be used in the newspaper

Visit to the setting before your child starts

We always recommend parents and their child/ren come and see the club, meet the staff / and your child's keyworker, we arrange this on a day that your child would be attending so they can also see the children who they will be spending time with

Would you like to attend for a 15-30 minute visit of the setting? Yes/No	Date you can attend:- Time you can attend:-
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The Manager will be in touch to confirm dates/times, please do not assume you can attend on this date until you have confirmation

Terms and Conditions

I understand that if I am persistent with late or non- payment of fees I may jeopardise my child's place and could be fined £20.00 for admin time.

Parent / Guardian Signature :

Date:

I understand that if I do not inform Woodbury After School Club on 3 occasions in a half term that my child will not be attending a session (going home with a friend, not in school, gone home ill) then I could receive a £20.00 fine.

Parent / Guardian Signature :

Date:

I understand if I am late collecting my child on 3 occasions (in a half term) without contacting the club then I will receive a £20.00 fine.

Parent / Guardian Signature :

Date:

If my child remains in the club at 6.45pm, after doing everything possible to contact parents and emergency contacts, then I understand that the ASC staff will be legally required to contact Social Care Services.

Parent / Guardian Signature :

Date:

I understand that staff cannot be held responsible for any lost or stolen personal items on my child.

Parent / Guardian Signature :

Date:

I understand that if there are any incidents at either Breakfast or After School Club involving my child I will be informed of the situation.

Parent / Guardian Signature :

Date:

I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed on to other agencies in line with our child protection policy.

(Child protection policy is located in your parent handbook)

Parent / Guardian Signature :

Date:

I understand that if my child attends the club with a pre-existing injury I may be asked to explain what has happened and fill in a form.

Parent / Guardian Signature :

Date:

I understand that if staff are concerned they may ask about personal relationships, this may include where staff have concerns of Domestic Abuse / Coercive Control in the adult relationship.

Parent / Guardian Signature :

Date:

Where the club has endorsed my claim for Childcare Tax Credits / Childcare Vouchers I understand I am legally obliged to notify HMRC if I cease to the service during the period of my claim.

Parent / Guardian Signature :

Date:

I understand that if my child has been sick, they are not allowed to attend the club for 48 Hours from the **last** time they were sick.

Parent/Guardian Signature:

Date:

I agree to give one month's notice should I no longer require Breakfast or After School Club for my child.

Parent / Guardian Signature :

Date:

I confirm that the information given on this form is correct and agree to notify the club of any changes to the details if they change.

Parent / Guardian Signature :

Date:

In line with GDPR I understand I have the right to remove any of my details or my child's details at any time – and understand this may affect my child being able to attend the club, due to certain information having to be legally held by the club.

Parent / Guardian Signature :

Date:

I agree / do not agree to Woodbury After School Club sharing information with Woodbury Primary School regarding my child (this is not safeguarding concerns but general behaviour, incidents / accidents etc)

Parent / Guardian Signature :

Date:

I have fully read and understood the handbook and understand my child can attend on the basis of me reading this.

Parent / Guardian Signature :

Date:

Sessions You Would Like Your Child to Attend

I wish my child to attend Breakfast Club on the following days:-

Drop Off	7.30 -8.50am (£6.50 per session)	8.30am -8.50am (£2.00 per session)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Date to Start:-

If places are unavailable would you like to be placed on the waiting list? Yes/No

I wish my child to do After School Club on the following days:-

Picked Up	4.30pm (£5.50 per session)	5.30pm (£7.50 per session)	6.00pm (£9.00 per session)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Date to Start:-

If places are unavailable would you like to be placed on the waiting list? Yes/No

AD Hoc Sessions only

AD Hoc sessions to be booked through Jackie Doyle (Admin) or Jenna Walker (Manager) at least 24 hours before needing a space (these are not guaranteed).