



## COOL SCHOOL CLUB

### Registration Form

Please provide the information relating to your child:-

Full Name:	
Date of Birth:	
Home Address:	
Telephone Number:	
Mother's Name	
Mother's Mobile & Work Telephone Number:	
Father's Name	
Father's Mobile & Work Telephone Number:	
Emergency Contact 1: (alternative local contact) Name & relationship	
Emergency Contact 2: (alternative local contact) Name & relationship	
Password: (used if not a parent collecting)	
Doctor's Name & Telephone Number:	
Relevant & Detailed Medical Information:	
Medication (to be held by Club, if different to that held in school)	Please note: an additional plan may need to be completed for specific medical conditions
Allergies:	
Dietary Requirements:	
Special Needs:	
Any other information Club needs to know:	



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### Consent & Authorisation Form

#### Medication

In the event that my child may need to take medication on an ad-hoc basis (medication prescribed by their doctor) I give permission for the Cool Club staff to administer this medication, and I will ensure the medication is clearly labelled.

#### First Aid

In the event that my child is involved in an accident, I give permission for my child to be given first aid by the qualified Cool Club staff. Should there be any emergency, and I am not able to attend immediately, I consent to the Cool Club staff member to ensure appropriate treatment is taken for the health and safety of my child, on my behalf.

#### Use of Images

I give consent for appropriate photographs and video records to be made of my child and stored in supporting teaching and learning. This will include school apps such as Tapestry and Seesaw with my child's first name only.

I am happy that there may be photographs of my child which are seen by adults associated with Guilden Morden School in the context of celebrating the setting or tracking children's learning and development, and I give consent for these photos to be taken for display and record keeping purposes.

Weekly newsletter /  School website /  Local press publication.

I agree to ensure that all images that I take will be for my personal use, will be kept securely and will be used appropriately. 'Personal use' means that I must not share/post images including other children online.

#### Internet Acceptable Use Agreement

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a school staff member. I agree to the conditions as set out in the Agreement (please see 'Online Safety Policy on the website) for pupils using the school's systems and for using personal electronic devices.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_



**Terms and Conditions**



Cool School Club is committed to safeguarding and promoting the welfare of children in our care and expects all staff and volunteers to share this commitment.

Guildden Morden Cool School Club offers high quality care before and after school for children from the ages of 3 to 11. It is managed by the Governing Body of Guildden Morden School and is Ofsted registered as part of the provision offered by the school. The designated person for child protection is Helen Smith.

1. Children must be registered and booked into Club in advance, and notification should be given if a child is unable to attend on a pre-booked session.
2. Bookings may only be made through the office (either in person, by telephone 01763 852318 or email [office@guilddenmorden.cambs.sch.uk](mailto:office@guilddenmorden.cambs.sch.uk))
3. Regular bookings at the discounted rate must be paid for in advance upon receipt of an invoice. Ad-hoc bookings must be paid for within 7 working days of the date of the invoice.
4. Late payment of any ad-hoc session will mean access to the Club may be suspended until payment is received in full. In addition, the Club may levy a fine of an additional £5.00 for every week or part week the bill remains outstanding.
5. No child may attend the Club until a registration and consent form has been fully completed, providing detailed information of the child and parent and emergency contact details.
6. It is the parent's/carer's responsibility to ensure that the Club has access to any medicine that the child requires whilst they are in the Club's care; this may include asthma inhalers, epipens etc.
7. Children attending breakfast sessions will be provided with a light breakfast and a drink, and in the after-school sessions will be provided with a snack and a drink. It is the responsibility of the parent to ensure the Club is aware of any allergies or special dietary requirements their children may have.
8. The School's policy is to ensure a nut-free environment, and we would therefore ask that you do not send in any food which may contain nuts. The Club's breakfast and afternoon snacks will not include any nut based products. If any food is sent in, it should be a cold, healthy snack - no chocolate or chocolate based desserts, sweets, or fizzy drinks. No food from home can be re-heated.
9. Alternative activities within the school can be attended by Club children on a day when they are scheduled to attend Club, although both the activity and Club session must still be paid for, unless a prior agreement can be made.
10. Club requests that children are collected by the time agreed. A discretionary charge may apply for late collection: ie. an additional hourly charge.
11. Parent should ensure there is an emergency contact available, should either parent contact be unavailable. If a child is not collected on time, and every reasonable effort is made by Club to make contact, the Club reserves the right to contact social care or the local police to make appropriate enquiries and arrangements.
12. The Club uses the Behaviour Policy of Guildden Morden Primary Academy and will reserve the right to refuse admission to children where there are consistent or serious concerns about behaviour. Arrangements for re-admission will be subject to discussion and agreement between the Play Leaders and the parents/carers.
13. The Club is committed to equality as outlined in the school's Equality Policy statement.
14. Complaints will be dealt with in line with the school's Complaints Policy.

I agree to the above terms and conditions:

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Parent Name: \_\_\_\_\_