



## Registration Form

*The following information remains confidential, and held as a record to support our out of school care bookings. Please advise us immediately of any changes.*

Child's Full Name				
Date of Birth				
Emergency collection password				
Parent/Carer Name				
Contact number(s)				
Parent/Carer Name				
Contact number(s)				
Emergency contact should parent/carers be unavailable				
Contact number(s)				
Additional persons authorised to collect your child. (Must be over 16)				
Medical information e.g. allergies etc.				
Dietary information e.g. food allergies, vegetarian, etc.				
Food substitutes for allergies e.g. soya milk				
<b>Regular Attendance:</b> Please indicate which days your child will attend by ticking the boxes below.				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Casual Attendance:</b> If you do not expect your child to attend regularly, please tick the box right. <span style="float: right;">—————▶</span>				<input type="checkbox"/>
I wish to use Childcare Vouchers (Please give details)				

This Registration Form must be completed, and the registration fee paid before a child may attend the after school club.

All normal school rules apply to the after school club, and must be adhered to at all times to ensure the safety and wellbeing of the children.

### Parental Permissions and Consents

Please consider the following statements and state 'Yes' or 'No' as appropriate:	YES / NO
I consent for my child to take up a place at the Manorfield AfterZone according to the terms and conditions attached.	
I have given a security password for contacts not listed on the registration form who may collect my child.	
I consent to my child receiving medical treatment in the event of an emergency.	
I give permission for my child's photograph to be taken for use in displays around the setting.	
I give permission for my child's photograph to be taken for use in promotional materials. <i>(Names will not be used.)</i>	
I give permission for my child's photograph to be taken for use on the school website for the after school club. <i>(Names will not be used.)</i>	
I give permission for my child to undertake cooking and tasting activities.	
I give permission for my child to watch PG rated films.	
I give permission for my child to have their face painted.	
I give permission for my child to take part in messy play activities.	
I agree to abide by the cancellation notice requirements of the club;	
I understand that late pick-ups will incur an additional charge of £5 per 15 minutes.	
I confirm that the information provided is correct, and will contact the school immediately should any details change.	
<b>Parent / carer's full name</b>	
<b>Signature</b>	
<b>Date</b>	

*Please return form to the school office.*

<b>School Office Use:</b>	<input type="checkbox"/>
<b>Registration fee paid?</b>	<input type="checkbox"/>



## **Terms and Conditions**

### **Start Times**

The after school club runs from 3.10pm at the end of the school day, until 6.00pm, Monday to Friday, during term time. The club will not operate during School Inset days when the school is closed to pupils.

Attendance is open to Manorfield Primary and Nursery School children from Reception to Year 6.

A member of staff will collect the children from their classrooms and escort them to the club, where they will be registered. If children are booked into the after school club on a day when they participate in an after school activity (e.g. choir, athletics, etc.), they will be dismissed from the after school activity to the after school club.

### **Light Snack**

A light snack will be provided during the session and fresh water will be freely available.

### **Registration**

Once the registration form has been completed and returned to us together with the initial £5 registration fee, your child will be registered to attend the club.

Sessions may be booked online using Scopay on a first come first served basis. We have 16 places available each day. Payment is required before a booking can be made, and sessions will be made available on a termly basis at least two weeks before the end of the previous term.

Ad-hoc sessions may be booked 24 hours in advance, as long as a registration form has been completed, and the registration fee paid.

### **Fees & Payment**

Notice of any changes to fees will be given in writing as soon as possible.

A 14 day cancellation period will apply whereby refunds will not be made. For longer term absences fees may be refunded for sessions unattended, but this will be at the discretion of the Headteacher.

The cost of each session is £14.00. We accept childcare vouchers.

### **Arrangements for picking up children**

Please arrive promptly to pick up your child as the school is locked at 6pm.

If you or one of your listed 'additional persons' are not able to collect your child, you are asked to contact the staff with details of who you have arranged to attend in your absence. They will be expected to provide the agreed password when they arrive.

We reserve the right to charge a fee of £5 per quarter of an hour (or part thereof) in the event of a pick up after 6pm.

If a child is not picked up by 6.30pm and we have attempted to contact all persons on the registration form, we are obliged to contact the Multi Agency Safeguarding Team.



## **Terms and Conditions**

Please note, if you are late 3 times in a half term period, we reserve the right to remove your child from the AfterZone register.

### **Removal from the After School Club**

Parents may be required to remove their child temporarily, or permanently, if the conduct of the child is unacceptable, and where the after school club staff in consultation with the Headteacher consider that the continued presence of the child is incompatible with the interests of the after school club. There would be no refund of fees in these circumstances.

### **Disclosures/Child Protection**

After school club staff will be informed by the school Designated Safeguarding Lead of any sensitive issues concerning children in their care on a 'need-to-know' basis.

### **Discipline**

By registering their child for the after school club, parents confirm that they accept the authority of the club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. The club will follow the Behaviour Policy of Manorfield Primary and Nursery School.

### **Accident and Emergency Procedures**

A qualified First Aider will be on duty at all times.

If your child has an accident at the after school club we will endeavour to contact you as soon as possible. If emergency treatment is required, a member of staff will accompany your child to the hospital, and you will need to meet them there. All accidents that result in hospitalisation are recorded electronically in school and passed on to the Local Authority.

### **Sick Children**

Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible.

### **Cancellation of sessions by school**

In the event of the club's closure due to adverse conditions, parents will be contacted via the emergency number provided.

In the event of any cancellation of a session by the school, a refund for that session will be payable.

### **Complaints**

Parent's wishing to make a complaint should follow school's Complaints Procedure.