

AFTER SCHOOL CLUB REGISTRATION FORM

Academic Year 2023/2024 (New Children/Current Attendees)

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Date of Birth** | **Class** |
|  |  |  |
|  |  |  |
|  |  |  |

**CONTACT ONE**

**Parents** **Name**…………………………………………………………………………………………………..(**Please Print**)

**Address**…………………………………………………………………………………………..**Post** **Code**…………………….

**TEL: Mobile**………………………………………………………..**Home**………………………………………………………..

**Work**……………………………………………………….**Email**…………………………………………………………………….

OTHER TELEPHONE CONTACTS:

**CONTACT TWO**

**Name**……………………………………………………………**Relationship** **to** **child**……………………………………….

**Mobile**.………………………………………………………….**Other Tel**...........................................................

**CONTACT THREE**

**Name**……………………………………………………………**Relationship to child**……………………………………….

**Mobile**………………………………………………………….**Other Tel**…………………………………………………………

**If you are paying by childcare voucher please name your childcare voucher provider:**

If your child attends the Infant School, please tick to give permission for your child to be walked over to the Junior School at 15:00 by a member of staff

Please book regular sessions for my child at after school club on: (please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

I will require **ad hoc sessions** **only** on Mon/ Tue / Wed / Thu / Fri (please circle)

(Please note that regular sessions will take priority, ad hoc places will be filled once regular sessions have been allocated).

**Please state below who will usually collect your child:-**

**Name: …………………………………... Relationship: …………………………………………….**

**Name: …………………………………… Relationship: …………………………………………….**

**Name of two relatives or friends who can be contacted in an emergency and who may collect your child**

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Relationship to Child** | **Telephone Number** |
|  |  |  |
|  |  |  |

**Medical Needs:**

My child has an, Epipen Inhaler Medical Allergies Other medical needs

If ticked, please give further information below:

……………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………….

**Dietary Needs:**

Vegetarian Food Allergies No Dairy Products Other

If ticked, please give further information below (**genuine dietary needs not dislikes please**):

……………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………….

**Consent (please delete as applicable)**

I am happy for my child’s photograph to be taken: YES/NO

I am happy for my child’s photograph to be used on the school’s website: YES/NO

I consent/do not consent to my child receiving any emergency medical treatment necessary during their time at the After School Club:YES/NO

I give/do not give permission for my child to watch PG certificate DVDs: YES/NO

I have read and understood the information contained in this document and will comply with all school policies.

**Please add any further information that you feel may be useful for us to know about your child:**

**………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………..……..**

**Parent/Carers’ Name**……………………………………………………………………………………………………………

**Parent Carers’ Signature**…………………………………………………………………**Date**…………………………

**Terms and Conditions (School Copy)**

* Cost per session is £18.00
* Places will be allocated on a first-come, first-served basis.
* Regular bookings will take priority over ad hoc sessions.
* A 10% discount is applied to each sibling who attends regular sessions.
* Please be aware your booking will be confirmed within 2 weeks of handing in this form.
* Invoices will be entered onto Parentmail.
* Payment is required, even if your child does not attend a session, if the booking is not cancelled within 2 weeks. Please note the school reserves the right to withdraw a place if payments are more than half a term in arrears.
* Invoices will be sent as termly fees and require payments to be made in advance. However, if you need to pay instalments, please contact Mrs. Guillo to arrange on [*clubsfinance@fcvs.co.uk*](mailto:clubsfinance@fcvs.co.uk)
* Please note, those paying through vouchers, can you make sure your child’s name is entered into the reference for ease of identification.
* A late collection charge will be applicable after 6pm if the child is collected late. Please see Appendix (i)
* Ad hoc bookings can be made if a session is available via the school offices with 24 hours’ notice. Payment for these sessions will be payable at time of booking.
* **After School Club will be open from** **3:00pm until 6.00pm**.
* Parents must walk through the **pedestrian gate** and **follow the path** to the **drama studio at Farnham Common Junior School to collect your child.**
* Please see parentmail and the school website for any school closures: **http://www.farnhamcommonvillageschools.co.uk/**
* The club is run by members of staff from FCVS. Children will be expected to ensure that their behaviour whilst attending the Club reflects the behaviour required during school hours. The club has the right to omit children from the club if they do not respect the school’s behaviour policy.
* We are committed to running the club for the whole of 2023/24 academic year, after which the school reserves the right to terminate the club with one term’s notice, if there is not sufficient demand.

After School Club Mobile: **07354 009659** e-mail*:*[*breakfast@fcvs.co.uk*](mailto:breakfast@fcvs.co.uk)

*(Mobile: Available from 3.00pm each afternoon, for emergencies or to inform of non-attendance at the club. NOT for ad-hoc bookings.)*

I have read & accept the above stated terms and conditions (**please tick**):

**Parent/Carer’s Name**…………….……………………………………………………………………………………………….

**Parent/Carer’s signature**…………………………….……………………………………..**Date**…………………………

**Terms and Conditions (Parent Copy) Keep at Home**

* Cost per session is £18.00
* Places will be allocated on a first-come, first-served basis.
* Regular bookings will take priority over ad hoc sessions.
* A 10% discount is applied to each sibling who attend regular sessions.
* Please be aware your booking will be confirmed within 2 weeks of handing in this form.
* Invoices will be entered onto Parentmail.
* Payment is required, even if your child does not attend a session, if the booking is not cancelled within 2 weeks. Please note the school reserves the right to withdraw a place if payments are more than half a term in arrears.
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I have read & accept the above stated terms and conditions (**please tick**):

**Parent/Carer’s Name**…………….……………………………………………………………………………………………….

**Parent/Carer’s signature**…………………………….……………………………………..**Date**…………………………

**Appendix (i)**

**Late Collection of Children**

Parents are reminded that it is their responsibility to make arrangements for their children to be collected on time.

Parents must ensure that they telephone the After School Club if they wish any adult, other than the agreed named adults, to collect their children even if they are members of the family.

If an unknown adult arrives to collect a child without the After School Club having prior knowledge of this, the member of staff will telephone the parent for confirmation before allowing the child to be taken.

Parents must ensure that they keep the After School Club informed of any changes to contact details.

If children are not collected on time, every effort will be made to contact the parents or emergency contact. If no contact is made within half an hour, the Head Teacher will be informed and Social Services will be contacted. The child will be kept safe and secure at this time but may not be with a familiar member of staff. Social Services will then supervise the child until the parents can be contacted. A record of the incident will be kept, including names of adults we tried to contact.

A late collection penalty fee of £10 is payable if a child is not collected by 6pm. We reserve the right to withdraw a space at the club if you are repeatedly late collecting your child.