



INFANT



AFTER SCHOOL CLUB REGISTRATION FORM

Academic Year 2025/2026

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 and places will be allocated on a first-come, first-served basis with priority given to children who already attend.
- Places will be allocated at the start of the academic year and will stay the same all year, unless we are informed otherwise. This can be done through our comms email splatz@fcvs.co.uk
- Regular bookings will take priority over ad hoc sessions.
- A 10% discount is applied to each sibling who attend regular sessions.
- Your booking will be confirmed within 2 weeks of handing in this form.
- Invoices will be entered onto **Arbor**.
- ***Payment is required, even if your child does not attend a session, if the booking is not cancelled within 2 or more weeks prior to the session.***
- For regular bookings, invoices will be sent as termly fees and require payments to be made 2 or more weeks prior to the start of a term. However, if you would like to pay instalments please pay approximately a third of your invoice 2 or more weeks prior to the start of a term, a third by the half term break and the other third by the end of the full term. ***Please note the school reserves the right to withdraw a place if payments are not made within time frames given in these terms and conditions.*** If you have any further questions about finance please contact Mrs. Guillo to arrange on 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 email splatz@fcvs.co.uk with 24 hours' notice if possible – later requests will be considered. Payment for these sessions will be payable via Arbor before your child attends that session. If payment is not received then a place cannot be given.
- **After School Club will be open from 3:00pm until 6.00pm.**
- Parents must walk through the **pedestrian gate, press call button 2 on keypad and follow the path to the drama studio at Farnham Common Junior School and sign them out.**
- Please see 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 2025/26 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: splatz@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/Carers' Name.....

Parent/Carer's signature.....**Date**.....

Terms and Conditions (Parent Copy) Keep at Home

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- Places will be allocated at the start of the academic year and will stay the same all year, unless we are informed otherwise. This can be done through our comms email splatz@fcvs.co.uk
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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.