

Registration and Booking Form

Start date / /

Child's Details: Surname..... Forename..... Male/ female
Date of Birth.... / / School..... Class..... First language.....
Address Postcode.....

Parent(s)/ Guardian(s) : Mr./ Mrs./ Miss/ Ms./ Dr.....
Home phone..... Who holds Parental Responsibility for this child?..... (this person is usually our Main Contact- if you would like another person to fill this role please give details below)
Name of Main Contact..... Relationship to child.....
Home phone..... Work phone..... Mobile.....
Address..... Postcode.....
email (for e-invoicing & general contact).....

Password If contacts listed below come to collect your child and know the password it will be considered that you have given consent to collect. You may change your password at any time. If someone not named below comes to collect your child we cannot let them go without prior notification from you and a password or I.D. We cannot let a child go without this in any circumstances. Please choose contacts who could get here in an emergency and keep us informed of changes. If we can't get hold of a contact in the event of non collection we have to call the Social Services Childcare Duty Officer.

Name of Second Contact..... Relationship to child.....
Home phone..... Work phone..... Mobile.....
Name of Third Contact..... Relationship to child.....
Home phone..... Work phone..... Mobile.....
Name of Fourth Contact..... Relationship to child.....
Home phone..... Work phone..... Mobile.....

Further Information: Do you have any cultural or religious preferences which you would like us to know about in order to care effectively for your child?..... Does your child have any dietary requirements?..... Does your child have any medical conditions, allergies or additional needs? If so, please tell us as much as you can- the better informed we are the better we can help.....

.....
.....
.....(please continue on a separate sheet if necessary)

Doctors name, address and phone number.....
.....

Does your child have any behavioural difficulties, such as children with ADD, ADHD or Aspergers may experience?..... Please outline the type of behaviour that your child presents with and any strategies/ equipment that helps.....

.....
.....(please continue on a separate sheet if necessary)

Is your child Statemented or in the process of being Statemented?..... Outcome..... Is there anything else that you think we should know?.....

.....(please continue on a separate sheet if necessary)

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	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
After School					
Breakfast Club					

When you book your child in you are committing to pay for those sessions, until you give us one months notice to leave, whether or not your child attends. We offer free trial sessions so you can try us before you book regular sessions. We only offer refunds in the unlikely event that we are unable to provide care for your child. Holiday sessions must be paid for once booked whether or not your child attends. I understand and would like to book the above place(s) for my child (please tick the appropriate boxes)

Signed.....

Emergency Disclaimer: I agree that in the event of an emergency if I or a contact are unable to reach Club in time, then a member of St Claire’s staff may take my child to a hospital or accompany them there in an ambulance. I understand that St Claire’s staff will give consent for any medical treatment the medical staff deem necessary unless instructed otherwise by me and cannot be held responsible for the outcome of such procedures. Signed & agreed.....

Permission for Photos: In order to be able to take photos of your child having fun at St Claire’s we need your permission. Photos are only ever taken on Club devices. Your child’s name or details will never accompany a picture and will only be used for the benefit of the children or Club promotion. Please **delete** the types of promotion you do **not** want your child’s photo to be used for:

Display at Club - at promotional events - on brochure/ newsletter - on banner - on St Claire’s own website – on St Claire’s Facebook Page.

Signed & agreed.....

Permission for transport: I give permission for St Claire’s to transport my child where necessary (school pick ups/ trips out) I understand that all transport is roadworthy, taxed & insured and with an approved driver. Booster seats will be made available where necessary Signed.....

Sunscreen: I agree to provide clearly labelled sunscreen for my child. St Claire’s will tell my child how and where to apply it and will call a suitable child to assist where necessary. If my child’s cream runs out St Claire’s may use their one to protect my child Signed & agreed

I give **permission for face painting.** Signed & agreed

I give **permission for nail art.** Signed & agreed

I give **permission for plasters.** Signed & agreed

I give **permission for small trips out:** If it’s a nice day we would like to be able to make the most of it and take the children to our local park. We’ll always leave a notice telling you where we are & when we’ll be back Signed & agreed

I give **permission to watch PG rated films** Signed & agreed.....

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Terms and Conditions: *It is very important that you read these and ask if you have any questions*

Policies & Procedures: It is your responsibility to read our Policies and Procedures- we work very hard to keep them accurate & relevant- they are available on our website (www.stclaires.co.uk), on display in the Parents' Folder in Club (that also contains lots of other information for you) or you can request a copy be emailed to you. We can make these available in different languages. Changes to policy will be communicated via our newsletters so please make sure you read them.

Clothes, toys, etc. St Claire's cannot accept responsibility to lost, damaged or broken items belonging to you or your child. We recommend that children change out of uniform and don't wear best clothes to Club and that your child brings the appropriate warm clothes, water proofs, wellies, sunhats, sunscreen, a change of clothes. We discourage bringing toys to Club. **Last collection** is at 5.55 in term times and 5.30 in the holidays (unless you book the late collection)- if you collect after this there is an additional charge of £5 per 15 minutes. We have to call the Social Services Childcare Duty Officer to collect your child if we haven't heard from you by 6.30.

Undisclosed information: If there is any information regarding your child's medical or behavioural needs which has been omitted from this form and affect the well-being of other children in the setting, St Claire's are within their rights to refuse to provide care for your child immediately. If at any time your child becomes a danger to themselves or others we may call you to collect your child. We will always work with you to try and help, but the well-being of the group is paramount.

The Outdoors & Risk: We believe in healthy, balanced, natural childcare. We play outdoors in all (well, most!) weathers and encourage children to take age appropriate risks. We supervise, advise and allow children to learn how to assess and manage risk themselves. Our children climb low level trees, play in shallow rivers and swing on rope swings- particularly in the holidays. If you are uncomfortable with this or would like to discuss it further please call or pop into the office (866 Christchurch Road) or speak to your setting Manager.

Payments must be made by the 10th of the month, or weekly two weeks in advance by arrangement. If you foresee any difficulties with payments, we are happy to make a payment plan- this must be done by writing to accounts@stclaires.co.uk and ensuring agreed payments reach us *in advance*. Drop in payments are due upon booking. *Failing to keep up with payments puts your child's place at risk of cancellation.* Payments can be made over the phone, on line, by Standing Order, by childcare vouchers, cheques or cash. Please keep your receipts. Any Tax Credit/ bursary forms etc that you need us to complete may take a few weeks so allow plenty of time and make sure the fees are being paid in the meantime. Payments that remain outstanding on the 11th of the month will have 10% added to cover our costs in chasing this payment and your child's place may be at risk. Holiday Club bookings must always be paid in advance- we cannot accept 'drop-ins' without prior payment.

I understand and agree to abide by the above Terms and Conditions Signed

Printed..... Dated.....

Ethnic Background (optional): Please tick one of the following. **White:** British () Irish () Traveller () European () Other () **Black:** British () Caribbean () Nigerian () Somali () other () **Asian:** British () Chinese () South East Asian () Indian () Pakistani () Bangladeshi () Other () Arabic: Afghan () Iranian () Iraqi () Other () **Dual background:** White & Caribbean () White & African () White & Asian () Other ()

St Claire's only uses this information to plan inclusive activities for our children although we are required to collect it.