



Tick if EYFS child

The Pioneers Out of School Club Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First language:	Name of key person:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details.)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
What are your child's favourite activities?

Signature of Parent/Carer

Date:

Booking procedure and fee structure

There is a one-off registration fee of £10:00 per child, payable with the completed registration form.

Booking procedure

It is essential that all places are booked in advance for the Pioneer's Club. Children who have not been booked in will not be able to attend the Club. They will remain in the care of the school who will call the parents to arrange immediate collection.

Places can be booked for a minimum of a term, for the same sessions each week. Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required. Places can be paid for monthly, half termly or termly.

Session requirements:

Start date:

	Breakfast	Start times	Finish times		
	7.35-8.35am	3pm	4pm	5pm	6pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

We would be interested in my child attending the holiday clubs during Inset days, the Easter and Summer breaks: Y/N

September 2019

Fees are charged at:

	Per Session	One-off Registration fee
Breakfast Club 7:35-8:35 1 hour	£5.00	£10.00 Per child
After school sessions: 3pm - 4pm 1 hour	£6.00	£10.00 Per child
3pm - 5pm 2 hours	£11.00	£10.00 Per child
3pm - 6pm 3 hours	£14.00	£10.00 Per child

- Fees can be paid by electronic bank transfer. Sorry no cheques.
- There is a charge of £5 for late collection, which will be added to the next invoice
- We offer a 5% discount for siblings
- The club is unable to give refunds for any sessions that have been booked but which are not attended.

Payment of fees

Fees are reviewed annually.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment of fees, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Parental consent

Photographs

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

- Electronic and printed displays and exhibitions at the Club (eg photos of activities)
- Observation and assessment
- Club records of my child
- Website for Club
- Local newspaper or magazine

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

At The Pioneers Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

Signed:

Date:

Medical

Doctor:
Doctor's address:
Doctor's telephone:
Does your child or the child in your care have any known medical problems or additional needs? (Please list)
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)
Any other information relevant to your child's health
Parent/Carer emergency contact telephone numbers:

I give permission for staff to apply sunscreen to my child

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signed:

Date:

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend The Pioneers Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to my child, and myself and I agree to abide by them.
- I understand that The Pioneers Club is a play setting and that whilst my child is there The Pioneers Club is legally responsible for him/her.

Arrivals and Departures

- Once my child arrives at The Pioneers Club he/she will be in the care of The Pioneers Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- The Pioneers Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £5:00 to cover the costs of the staff who are legally required to supervise my child. If I am persistently late I accept that the club reserves the right to withdraw the place.

Activities and food

- I accept that my child may take part in messy activities while at The Pioneers Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish, including wellies and waterproofs.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- West Chiltonton Pioneers Club is a NUT FREE ZONE.

Fees

- I will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- You are invoiced monthly, Half termly or termly and fees are due one month in advance. We request that fees are paid within 10 days of receipt of invoice.
- Full fees are still charged when a child is dropped off later than the start of a session, picked up earlier than the end of a session and if your child is sick.
- Fees are reviewed annually.

Withdrawal

- If you wish to withdraw your child from the club, we require one full month's notice in writing. If the correct notice is not given, the following month's fees will be due.
- A full month's notice must be given if you wish to decrease the number of sessions.

Illness

- If your child becomes unwell whilst at the Pioneers Club we will ask you to come and collect them. If we cannot get hold of you, we will telephone your emergency contacts.
- We are unable to administer any medicines, prescribed or otherwise.
- If my child has an accident at the club, a qualified first aider will treat him/her and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a

member of staff from The Pioneers Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.

Club expectations

- If there are any accidents or incidents at The Pioneers Club involving my child, I will be informed.
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- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.

Contact details

- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).

Personal belongings

- Whilst the Pioneers Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- Information held by The Pioneers Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____