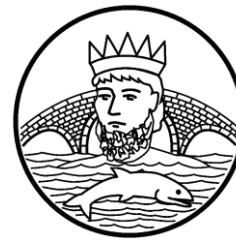


King Athelstan Primary School Breakfast Club Registration Form



Child's Full Name		Age		Class	
		Date of Birth			
Address					
Parent Name 1		Email address			
Parent Name 2		Email address			

Contact numbers			
Home		Work	
Mobile		Other	

Please provide details of alternative contact for your child in the event of us not being able to contact you in the unlikely event of an emergency

Name		Name	
Address		Address	
Telephone no		Telephone no	
Relationship		Relationship	

We need to ensure the safety of your child. To enable us to do so please provide the name and telephone number below of any other person authorized to collect your child

Name		Telephone No	
Please provide a secret password			
Please indicate if your child has any medical conditions or allergies + symptoms			
Please indicate if your child has any special needs			
Name of Doctor		Telephone No	
Please indicate child's first language			

Continue overleaf

Consent Form

Does your child have any kind of disability

YES/NO

If 'YES' please describe

To comply with National Day Care Standards, King Athelstan is required to gain parent/carer consent for a number of purposes, such as:

- Photographs being taken of children participating in activities – these will only be used for publicity material to raise the profile of the Breakfast Club
- Emergency medical attention – in the event of an accident or illness where we are unable to contact you or any other designated contact from the registration form, King Athelstan can give permission for your child to receive emergency medical attention

I would be grateful if you could delete (where necessary) outlining your permission

Name of child :

I do/do not consent for King Athelstan Breakfast Club staff to give permission for the use of emergency medical, to the above named child, in the event of an accident or health emergency.

I do/do not give permission for King Athelstan Breakfast Club to use photographs or video footage of my child for publicity purposes.

Signed :

Print Name :

Relationship to child :

Date :

King Athelstan Breakfast Club Terms and Conditions

Breakfast Club Prices

Registration

- All parents/carers must complete our Registration Form before a child can be accepted at the club.
- No child can be accepted without the Registration Form being completed in full.
- Any changes to the information contained on the Registration Form, whether it be contact details, medical details, change of address etc must be notified in writing by the parent/carer as soon as possible to the club.

Payment for Sessions Booked/Attended and Penalties

- Unless otherwise agreed with the club in writing, all fees must be paid in advance with cleared funds.
- All fees and charges must be paid by cash or cheque by 9.00am every Thursday for the following week. For bookings after the first day of term, payments must be made within 1 week and in any event prior to the date of the booked session.
- Failure to settle all fees and/or penalties when due may result in the club taking action (maybe legal action) to recover all outstanding debts.

Changes to Booked Sessions

Cancellation of Booked Sessions

- Sessions can only be transferred/refunded at the Breakfast Club staffs' discretion and the availability of spaces.

Booking Additional Sessions

- All additional sessions requested by parents/carers are subject to availability as we must ensure that we have sufficient staff on site
- All additional sessions booked must be paid for a day in advance

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking
- Failure by the club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment under any circumstance.

Ground for Exclusion

- Any child who has suffered from diarrhoea or sickness must be kept away from the club for a period of 48 hours after such a condition has ceased (as per the school policy)
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible
- Other grounds for exclusion are persistent poor behaviour on the part of the child (in line with the School's behaviour policy) or where a parent/carer is in breach of any of our terms and conditions
- Refunds will not be made if the children are excluded on the grounds set out above

Reservation of Rights

- The club reserves the right to exclude a child or family from attending the club or to refuse to accept a registration in its sole discretion
- The club reserves the right to close the club on the grounds of staff shortages, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible
- The club reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents/carers.