

Registration Form

Scamps of Benson Limited

Crowmarsh



Child's Details

First name:	Surname:	Known Name:
Date of birth:	First language:	Child's teacher and year group at Crowmarsh:

Breakfast Club Sessions 7.30am - school drop off (tick days you require)

Monday	Tuesday	Wednesday	Thursday	Friday

After School Club Sessions requested 3.15pm - 6.00pm (tick days you require)

Monday	Tuesday	Wednesday	Thursday	Friday

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

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 (If yes, please provide details on separate sheet.)					

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:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

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)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Fees are all inclusive

Registration fee (non-refundable) £25.00

Breakfast club session (7.30am - school) £8.00

After-school club session (3.15pm - 6.00pm) £16.00

Fees are paid monthly on the 1st of each month in advance by Bacs or childcare vouchers. This covers the period from 1st to the last day of the month, this being a complete calendar month in Breakfast club/After-school club. Parents will be charged a late fee of £25.00 if fees have not been paid by the first Friday of the month after receipt of the invoice. There is a registration fee of £25.00 for the Breakfast club/After-school club. The Breakfast club/After-school club place can only be held until the agreed start date.

☐ Breakfast club/After-school club Registration Fee £25.00

Bank transfers can be done online

Barclays Bank

Sort Code 20-11-74

Account Number 63620557

All payments that are made into this account must have a reference of child's name and Crowmarsh

for example: Tom Smith/Crowmarsh

Policy for Collecting Children

If your child is being collected by somebody that we have not met, remember to tell us in advance. We use a password system and each child is allocated a password when they start in Breakfast club/After-school club. Please choose a password for your child and make sure that any authorised person knows it when they arrive at Breakfast club/After-school club.

My Password is

If a parent is not contactable in a case of a child's illness or an emergency, we need permission for them to be collected by another person on the contact list. I give permission for anybody on the contact list to collect my child in case of an illness or an emergency providing they know the password.

Termination

If it is considered by the Manager that the continued presence of the child is detrimental to the Health / Safety of the child or other children / staff, then the parent or guardian may be asked to remove the child immediately.

Data Protection (GDPR)

At **Scamps of Benson Ltd** we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under ***General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)***.

A copy of your records can be provided when a request is made in writing. Please notify the Manager if you become aware that any personal data has become inaccurate or out of date.

Signed Parent/ Guardian 1 Full Name.....

Date.....

Signed Parent/ Guardian 1 Full Name.....

Date.....

Breakfast and After School Club Contract



Child's Name:

Parent/ Guardian Name:

- I consent for my child to attend Scamps Crowmarsh.
- I understand that Scamps Crowmarsh is a Breakfast and After-school Club setting and that whilst my child is there Scamps Crowmarsh is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested. We are happy to accommodate dietary requirements where possible.
- Once my child arrives at Breakfast/After-school club he/she will be in the care of Scamps Crowmarsh until collected and signed out by an authorised person.
- My Child will be picked up from their classroom and walked to the After-school club.
- 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.
- I will book my child into the club on the days I require and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays)
- 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).
- I accept that my child may take part in messy activities while at After-school club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- The After-school 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 £10.00 per 5 minutes to cover the costs of the two staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm and the club has been unable to reach me or any of my emergency contacts, I understand that The After-school Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Scamps Crowmarsh 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.
- 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 follow the steps set out in the behaviour management policy which can ultimately result in my child being excluded from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- Scamps Crowmarsh sees communication with parents as very important so if there are any accidents or incidents at the Breakfast/After-school Club involving my child, I will be informed and asked to sign a report.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- Information held by Scamps Crowmarsh regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns or medical emergencies, 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.

Signed Parent/ Guardian 1

Full Name.....

Signed Parent/ Guardian 2

Full Name.....

Date:

