



## Little Acorns Before and After School Club Registration Form

Child's Full Name	
Address	
Date of Birth	
Gender	
Class Teacher	
Parent/Guardian's Name	
Home Address	
Tel. Daytime	
Tel. Evening	
Mobile	
Other Emergency Number	
Details of persons authorised to collect you child (including contact numbers) <i>Authorised persons must be over 16 years of age</i>	
Signed	
Dated	



## Little Acorns Before and After School Club Medical Form

Child's Name	
Name of Child's Doctor	
Surgery Address and Tel. No.	
Does your child have any known medical conditions? – if so, please give details	
Does your child have any non-dietary allergies? – if so, please give details	
Does your child have any dietary allergies or dislikes? – if so, please give details	

### **First Aid Consent**

I give my permission for first aid to be carried out on my child by a trained first-aider.

Signed .....

Dated .....

### **Declaration**

I have read the terms and conditions and agree to follow its policies and procedures.

I consent to any emergency medical treatment necessary during the running of the club. I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Parent/Guardian Signature ..... Dated .....

Print Name .....



# Little Acorns Before and After School Club

## Terms and Conditions

1. Parents/carers must complete a registration and medical form. This must be submitted on booking the initial breakfast or after school club session. These will be issued annually.
2. The school must be notified in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
3. Places are limited; wherever possible, sessions must be booked in advance with Mrs Sharp.
4. Children will only be accepted at sessions which have been agreed with the school in advance.
5. From 1<sup>st</sup> December 2016, any children who arrive at school outside of hours (before 8:50 am and after 3:15pm) will be taken to the out of school club and parents will be charged for the session they attend.
6. From 3<sup>rd</sup> January 2017, invoices will be issued on a monthly basis. Parents can make payments in advance if they wish. Payments must be made using Parentpay or by cheque - made payable to Rodmarton Primary School.
7. Cancelled sessions will only be refunded if 24 hours' notice of cancellation has been given.
8. Children must be collected from their session promptly. Failure to do so could incur a penalty charge.
9. Children will only be released to known parents, carers or nominated adults.
10. Although a variety of activities will be on offer, including the opportunity for children to do their homework, we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part – however, we will not make any activity compulsory. The emphasis will be on choice and enjoyment.
11. The School Behaviour Policy will be applied to all clubs. The school reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.