

Roman Road Primary School

After School Club Registration Form

The following information is totally confidential and will be held as a permanent record to support Roman Road Primary Schools After School Club. Please advise us immediately of any changes.

Childs Details		
Name:		
Gender:	Date of Birth:	Class:
Parent/Carer Details	Parent/Carer Details	
Name:	Name:	
Home Address:	Home Address:	
Home Telephone No:	Home Telephone No:	
Mobile:	Mobile:	
Email:	Email:	
Daytime/Work Telephone Number & Extension:	Daytime/Work Telephone Number & Extension:	
Emergency Contacts: Please give details of two people to be contacted in the case of an emergency and that they are able to collect your child should the need arise:		
Name	Relationship	Telephone Number
Child's Health: Please provide details of significant health issues (including special educational needs and/or physical statement):		
Details of any Special Dietary Requirements, Preferences, food or other allergies (plasters, pollen, dust, etc):		

Please indicate which days your child will be attending:

Monday	Tuesday	Wednesday	Thursday	Friday

Print name: _____

Date: _____

Signature: _____

After School Club Terms and conditions

AFTER SCHOOL CLUB

1. Registration

You will need to complete a Registration Form for regular weekly sessions. We are unable to care for your child without this document being signed. We have 20 spaces for regular/pre-booked children and an extra 2 spaces for emergency/short notice bookings

2. Collection

Children will be collected immediately after school and taken to the afterschool club by our staff members.

3. Meals

Each child will be given a healthy snack. This may consist of toast, fruit, milk or fruit juice. If your child has any allergies please indicate this on the application form.

4. Fees

Regular attendees will be charged at a rate of £8.00 per day (i.e. every Monday and Tuesday). Payments for regular attendees should be received one week before the end of half term.

Short notice bookings will be charged at a rate of £13.00 per day.

5. Late collection fee

Please notify the afterschool club on **07775 292 568** before 5.15pm if you are unable to collect your child/children by 5.45pm. To cover staffing costs, a fee of £5.00 will be charged per 10 minutes.

6. Hand over of Care

On the registration form you are asked to give the details of at least three people who may collect your child if the need arises. You should always advise us as to who will be collecting your child if there is a change.

ALL children must be signed out on collection from the After School Care.

7. Method of Payment

Payment must be made online using SchoolPing as described in the letter sent to you.

For an emergency booking you must contact the school office who will advise you of the availability of space. Please note that the booking will only be confirmed once payment has been received and we cannot guarantee availability of short notice bookings.

8. Closure of provision in an emergency

If it is a management decision to close the After School Care provision at short notice due to very exceptional circumstances i.e. severe adverse weather conditions, no heating; burst water pipes, etc a full refund will be given for the day(s) the Club is closed. Last day of each term will be closed for bookings.

We are unable to give refunds if the Club is open and parents make the decision not to send their child(ren).

9. Please note that the school reserve the right to refuse the service to any parent if they become abusive or use abusive language or fail to comply with our terms and conditions.

I have read and agree to the above terms and conditions

Print name: _____

Date: _____

Signature: _____