

Extended Day Options

Breakfast & After School (Homework) Club Contract & Registration Form

Before & After School Club Co-ordinator: Mrs Jane Ramsay

Email: jramsay@kirkstonehouseschool.co.uk

PUPIL DETAILS:

Pupil name:	*
Date of Birth: (dd/mm/yyyy)	*
Gender:	*
Pupil Home Address:	*
Year / Tutor Group:	*

PARENT/CARER DETAILS:	Parent 1 / Carer1	Parent 2 / Carer 2
Full Name: <i>(please print name)</i>	*	*
Relationship to Child:	*	*
Home Address: <i>(with Post Code)</i>	*	*
Home Telephone:	*	*
Mobile Telephone:	*	*
Email:	*	*
Parental / Legal Responsibility:	<i>(Delete as appropriate)</i> * Yes / No	<i>(Delete as appropriate)</i> * Yes / No

MEDICAL DETAILS:

Name of Doctor:	*
Doctor's Address: <i>(with post code)</i>	*
Doctor's Telephone Number:	*



Known medical conditions, allergies, special dietary and health needs: *(please give details)*

*

Details of any medication being used:

(please also ensure you inform School and the Breakfast & After School Club Co-ordinator when any of your child's medication changes)

*

Any other relevant information School needs to be aware of: *(please give details)*

*

EMERGENCY CONTACT DETAILS (e.g. neighbour/grandparent). These details are required in case you are unable to deliver or collect your son / daughter to Pre-School or After-School Options.

	Contact 1	Contact 2	Contact 3
Full Name: <i>(please print)</i>	*		
Relationship to Child:	*		
Home Address: <i>(with post code)</i>	*		
Home Telephone:	*		
Mobile Telephone:	*		
Email:	*		

Proof of identity, a phone call for verbal permission with an accurate description of the person collecting the child is required before we release any child to anyone other than those noted above. Please note a password will also be required.

We require that adults over the age of 18 must collect children. If you require someone under the age of 18 to collect your child you MUST inform the members of staff on Club duty.

Parent / Carer: <i>(please print name)</i>	*
Parent / Carer signature:	*
Date: (dd/mm/yyyy)	*



ARRANGEMENTS IN CASE OF SICKNESS AND/OR ANY EMERGENCY:

Our breakfast and After School Clubs do not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we will contact the parents/carer at the earliest opportunity.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (a written record will always be kept) or in an emergency call the Emergency Services. Please sign your consent to Breakfast and After School Club staff taking such action in your absence:

I (*print name*) -----give my consent to Breakfast and After School Club staff administering basic first aid (*of which a written record will be kept*).

Signature of Parent/Carer: -----

Date: (*dd/mm/yyyy*) -----

I (*print name*) -----give my consent to Breakfast and After School Club staff signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of Parent/Carer: -----

Date: (*dd/mm/yyyy*) -----



BREAKFAST & AFTER SCHOOL CLUB FEES:

The cost of each session will be:

Breakfast Club:	7.45am - 8.45am	£8.00
After School Club:	4.00pm - 5.30pm	£9.50

Charges for the Extended Day Options are made termly in arrears and pupils are only charged for those sessions they actually attend according to the daily register.

Should you no longer require the session, please let us know 24 hours before or you will still be charged.

After School Care will take the form of a Homework Club and will finish at 5:30pm promptly.

In emergencies only, for example, bad weather or traffic problems, then please call 01778 560350 to ensure you contact our office staff before 5:00pm. The main office is no longer manned after 5:30pm. We are then able to alert the After School Care supervising staff before 5:30pm. Thank you for your co-operation with this.

Children who are on the School site after 4:00pm and are not involved in an organised activity should attend (will be asked to attend) the After School Care Club. Children should NOT be standing in School car parks or around the School site.

In order to forecast numbers and plan for staffing please let Mrs Ramsay know of any requirements on the Friday before the week starts on Monday.

If you have the same requirements throughout the term only one booking form will be required.

I agree to the Terms & Conditions laid out in this Contract:

Parent / Carer: <i>(please print name)</i>	*
Parent / Carer signature:	*
Date: (dd/mm/yyyy)	*