



## Ings Primary School

### After School Club Registration and Agreement

#### Child's personal details:

Name: .....

Date of birth: .....

Child's home address: .....

.....

.....Postcode: .....

#### Child's medical information/individual needs:

Does your child have any known medical conditions, allergies, dietary and health needs?

☐

Yes

☐

No

If yes, please give details: .....

.....

.....

Details of any medication: .....

.....

Any other relevant information: .....

.....

.....

I agree to inform the Afterschool Club Leader as soon as possible of any change in contact or medical information.

**Parent/Carer contact details:**

	Parent/Carer 1	Parent/Carer 2
Name:		
Home address:		
Postcode:		
Home telephone number:		
Mobile telephone number:		
Work telephone number:		

**Details of persons authorised to collect child/emergency contacts:**

	Contact 1	Contact 2
Name:		
Home address:		
Postcode:		
Home telephone number:		
Mobile telephone number:		
Work telephone number:		

### **After school club fees and information:**

Club times are **3:15pm – 6:00pm** Monday to Friday, term time only.

The cost for each session will be **£6.50** regardless of collection time (drink and snack provided).

The cost of a full week will be **£30.00** per child.

Families with more than one child attending will be charged **£6.00** per child per session.

Children can be collected from the main reception. On arrival, please ring the doorbell and wait until a member of the after school club staff answer. If staff are busy dealing with children in the club you may have to wait. Please be patient, we will attend to you as quickly as possible.

### **Places must be booked and fees paid weekly in advance by Friday of the week before.**

We require 24 hours' notice for cancellations. Without this a refund cannot be given except in the event of illness.

### **Late fees:**

After school club closes at **6:00pm prompt**. Any parent/carer arriving after 6:00pm will be charged a late fee of **£5.00** for each 15 minutes beyond 6:00pm.

If a child is not collected by **7:00pm** and the club has been unable to reach any of the emergency contacts we will then contact Social Services.

### **Agreement between Parent(s)/Carer(s) and Ings Primary School After School Club.**

- I understand that I must complete the weekly registration form and agree to pay club fees in advance.
- I agree to meet the terms and conditions of Ings Primary School After School Club.
- I will inform the provision of any changes in circumstances relating to my child.
- I agree to collect/make arrangements for my child to be collected immediately if I am informed that he/she is unwell or injured and that it may be necessary to administer basic first aid where necessary.
- I agree to collect my child promptly by 6:00pm or incur late fees.

Sign: ..... Date: .....

Print: ..... (Parent/Carer)



**Ings Primary School – After School Club Weekly Registration Form**

Name of child/ren .....

Class/s: .....

Week Commencing (date): .....

Please tick the days of the week required and enclose fees. Completed forms must be returned to the school office or after school club weekly in advance.

Monday	Tuesday	Wednesday	Thursday	Friday	Weekly fees enclosed
					£

Sign: ..... Date: .....

Print: ..... (Parent/Carer)

Please note that Ings Primary School reserves the right to withdraw a place at the provision if school policies or the terms of this agreement are not adhered to.

In the event of an **emergency** the after school club can be contacted by calling 07434703473.