

## REGISTRATION AND CONSENT FORM for Out Of School Care

### CHILD'S DETAILS

Child's Name	
Gender (male or female)	
Date of Birth	
Intended start date	
School Attended	
Child's Home Address	

### PARENT'S/CARERS WITH WHOM CHILD LIVES

Relationship to child	1.	2.
Name		
Telephone-Home		
Telephone-Work		
Telephone-Mobile E-Mail		

1. Does the named person above have parental responsibility? Yes/No (delete)

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Name of parent with whom the child does not live.	
Does this parent have parental responsibility?	Yes/No (delete)
Does this parent have legal access to the child?	
Address	
Telephone	

### ANY OTHER EMERGENCY CONTACT DETAILS

Name	
Relationship to child	
Telephone-Home	
Telephone-Mobile	

### MEDICAL CONTACT DETAILS

Doctor's Name	
Doctor's Tel: Number	
Doctor's Address	
Please indicate any medical conditions or allergies, or any medications taken.	

### IMMUNISATION RECORD

Type of vaccination	Date Vaccinated
Whooping Cough	
MMR	
Polio /Tetanus /Diphtheria	
Meningitis C	

We occasionally have to administer first aid to the children; please delete any preparations you **DO NOT** wish us to use on your child:

- Antiseptic Wipes
- Sun Block Cream
- Plasters
- Baby Wipes
- Cold Compress
- Bite ease preparations

**YOUR CHILD’S SPECIAL DIETRY NEEDS OR PREFERENCES**

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**CHILD COLLECTION DETAILS**

The following individuals are authorised to collect our child from the out of school care in our absence. They will give the pass-word.....

Name	
Relationship to Child	
Sample Signature	
Name	
Relationship to Child	
Sample Signature	

**CONSENT**

Please delete any of the below you **DO NOT** wish your child to be involved in:

I hereby give my consent for my child to be taken on outings

I hereby give my consent for you to take my child to the doctors or hospital in an emergency and receive any medical treatment which is urgently necessary. (We will always do our best to contact parents/carers at the earliest convenience).

I hereby give my consent for my child to be escorted in staff vehicles if and when necessary (prior warning will be given when able)

I hereby give my consent for photographs/videos to be taken of my child may be used on [www.chesterfieldchildcare.co.uk](http://www.chesterfieldchildcare.co.uk) web site

I hereby give my consent for observations to be carried out for the purpose of my child’s personal development record, or visiting student’s further education.

I hereby give my consent for my child to take part in the following activities

- Face painting
- Big hair day-use hair paint
- Make-up
- Nail polish
- I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department.
- Give my consent for the information in this document to be used, uploaded and shared : Family app, Local Authorities and Derbyshire County Council.
- I confirm that all the information provided in this Document is current and true at the time of signing and the setting will be informed immediately of any changes to any details.

Parent’s signature: -

Date:-

PLEASE STATE YOUR ETHNICITY

SO THAT WE CAN BEST MEET YOUR CHILDS NEEDS WE ASK THAT YOU COMPLETE THE TABLE BELOW

CHILDS NAME.....

WHITE BRITISH	
WHITE IRISH	
WHITE OTHER	
MIXED - WHITE AND BLACK CARIBBEAN	
MIXED - WHITE AND BLACK AFRICAN	
MIXED - WHITE AND ASIAN	
MIXED - OTHER	
CHINESE	
ASIAN OR ASIAN BRITISH - INDIAN	
ASIAN OR ASIAN BRITISH - PAKISTANI	
ASIAN OR ASIAN BRITISH - BANGLADESHI	
ASIAN OR ASIAN BRITISH - OTHER	
BLACK OR BLACK BRITISH - CARIBBEAN	
BLACK OR BLACK BRITISH - AFRICAN	
BLACK OR BLACK BRITISH - OTHER	
NOT KNOWN	
OTHER-PLEASE STATE	

FIRST LANGUAGE USED AT HOME: .....

WE WISH TO DELIVER THE BEST POSSIBLE CARE AND EDUCATION FOR YOUR CHILD  
SO PLEASE USE THE SPACE BELOW TO INFORM US OF ANY OTHER INFORMATION THAT YOU FEEL WOULD BE  
HELPFUL TO US IN OUR DAY TO DAY CARE PROVIDING.

<p>For example:</p> <ul style="list-style-type: none"><li>➤ Festivals/celebrations that your child can or cannot take part in.</li><li>➤ Special support your child may require in the setting.</li><li>➤ Your child's likes fears, special words, and comforter.</li><li>➤ Names and contact details of any other professionals involved with your child.</li></ul>
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## TERMS AND CONDITIONS

The After School Club is available at Tupton Primary School from 07:30-09:00 and 15:30-18:00 Monday to Friday during term time, for children aged 3yrs onwards. Children have access to age appropriate games/toys, arts and crafts, cooking/sewing, television, play station, library when open and quiet book corner (but to mention a few). They will be offered breakfast in a morning and a light snack on arrival to after school club, drinks available at all times.

You can obtain a booking form or further information from the after school club during our opening hours or by telephoning:-

Jane: 07779 152117 or alternatively the school office and we can post information out to you, we ask for you to give us as much notice as possible as to the dates you require child care on. This is to enable us to staff the club appropriately.

- I understand that Tupton out of School Club is a play care facility and that whilst my child is there the club is legally responsible for him/her.
- My child will be provided with breakfast, snack and drink whilst at the club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Tupton out of School Club he/she will be in the care of Tupton out of School Club until collected and signed out by a named responsible adult (password required by unfamiliar adult).
- In the event of any cancellations the parent/carer must inform the Tupton out of School Club staff prior to the pick-up time, so we are not searching school for them. If we are given 48 hours' notice then there will be no charge otherwise there will be a late cancellation fee of £4.50.
- After school club will collect children from activities organised by school if staff ratio to children allows. The after school club fee will commence from usual school day closure time.
- In the event that your child has been invited to a friend's house for tea (or any other changes to collection arrangements) unless prior notice has been given to Tupton out of School Club staff, the staff will insist on bringing the child back to the club and we will contact the parent/carer immediately
- There is an annual membership fee of £20.00. The cost per session is £6.75 breakfast club, £4.50 per hour after school club (sorry no reductions for part hours not used). Holiday club is available at 1A Welbeck Drive, Wingerworth, S42 6SN at a cost of £30.00 per day 07:30-18:00 (reduction £135.00 when booking a full week).
- I will book into the club on a monthly basis and will pay promptly for sessions. All invoices must be settled weekly unless prior arrangement has been agreed with the manager Jane Shepherd.
- It is my responsibility to keep the club informed of any alterations to information regarding my child.
- Tupton out of School Club closes at 6pm and if for any unforeseen circumstances I am going to be late, I will contact the club, 07779 152117.
- If my child is not collected by 6pm I will pay a charge of £6.75 per quarter of an hour to cover the costs of two staff who are legally required to stay.
- If my child remains at 7pm, after doing everything possible to contact parents/carers and emergency contacts, then Tupton out of School Club will be legally required to contact social care.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen. Make sure all items are named.
- I understand that there is a code of conduct and club rules that my child must adhere to and that in some circumstances it may be necessary to exclude my child from the club.
- Should there be any incidents at Tupton out of School Club involving my child, I will be informed of the situation

- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from Tupton out of School Club may sign any consent forms necessary for treatment on my behalf, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example police, social care and health care professionals.
- Where the club has endorsed my claim for childcare tax credit Tupton out of School Club are legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim.
- Booking forms are parent's responsibility please complete one for every month.
- Bad weather policy:

In very exceptional circumstances, we may need to close at very short notice due to an unexpected emergency of which may include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken and children will be supervised until they are safely collected.

Should we feel the need to close the premises prior to opening maybe due to adverse weather conditions; we will announce the closer on Peak 107.

I have read and understood the above terms and conditions and I agree to abide by them.

SIGNED.....

DATE.....

**MEMBERSHIP YEARLY SUBSCRIPTION**

Name of Child: .....

School attending: .....

Date child first used club: .....

Your yearly membership will be due in the month of: .....

Please pay £6.00 membership during this month to ensure your child is still registered with us. Please make sure your child's personal details recorded with us remain unchanged at this time  
Thank You.

PARENT/GUARDIAN SIGN.	DATE.
	Yr1
	Yr2
	Yr3
	Yr4
	Yr5
	Yr6
	Yr7