



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

REGISTRATION DETAILS

Child details (Please fill out one form per child)

Child's Full Name:	Address:
Age: Date of Birth:	Home Telephone:
Class:	Religion:

Please provide details of parents/guardians:

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:

Please provide details of two alternative contacts for your child/children in the event of us not being able to contact you in an emergency:

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:
Authorised to collect: Yes/No	Authorised to collect: Yes/No



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Collection Password:

If child is being collected by anyone not listed above:

Medical and Dietary Requirements

Please supply details of any medical conditions that your child may have including any medications taken:

Please indicate if your child has any dietary requirements or allergies, or food that cannot be eaten due to religious observance:
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FILM & SOCIAL MEDIA CONSENT

I give consent for my child to watch/play suitable U and PG DVDs, iPad and computer games whilst attending the after-school club.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent for my child's photograph to be published online (school website), and social media. (Facebook and Twitter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Which sessions would you normally book?

(For planning purposes – booking to be made through online booking system)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After-School					

TAX FREE CHILDCARE DETAILS

Please provide details of childcare voucher scheme or your Tax-Free Childcare Reference number (if applicable):



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MEDICAL CONSENT FORM

Please note – this form is used to ensure we have correct and up to date information. This form will be used for The Base purposes only.

Child's Name:	Class:
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Medical Details:

Does your child have any condition requiring medical treatment or medication, such as asthma, allergic reaction etc? YES / NO

The The Base staff can administer Asthma Pumps or Epipens. **If your child uses an asthma pump or EpiPen you must give the The Base a separate supply. Children will not be permitted to take these from their classrooms.**

If yes, please give brief details:

Give details of any medication your child may need for relief:

Does your child have a Care Plan? YES/NO
Is your child allergic to any medication? YES/NO

If yes, please specify:

When did your child last have a tetanus injection?



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Declaration:

In the event of an emergency, I agree that if my child needs to go to hospital in an ambulance and contact cannot be made with any of his/her named persons, a member of staff will accompany that child to hospital.

In the event of an emergency I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Please sign below to indicate your consent.

Name of Child:	Date of birth:
Signed: (Parent/carer):	
Print Name:	Date:



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

TERMS AND CONDITIONS OF REGISTRATION – SCHOOL COPY

Charges

Charges will be reviewed annually.

Breakfast Club - £6.00 per session
After School Club (until 6pm) - £12

Booking

In order for us to organise the appropriate staffing levels, parent/carers must book in advance. You can book your place using the Eduspot School Money app. At present we have the capacity for 30 children. Booking and payment must be made by 6pm the day before childcare is required.

Payment

Payment can be made online in advance using Eduspot School Money. We also accept tax free childcare options. Please provide details of your childcare voucher scheme or your Tax-Free Childcare Reference number before your child starts. Parents will need to email a screenshot of evidence of the voucher payment to the school admin team in advance of making bookings so that credit can be added to their school money account. We are unable to allocate any places at the Base without evidence that a voucher has been sent to our account.

Late Payment

All places must be booked and paid for on School Money before your child is given a place. Arrears are not allowed.

Casual Attendance

Casual attendees may be admitted on the day, providing there are sufficient vacancies and adequate staff cover. If there are spaces available, you will be able to book a last-minute space through the school office.

Behaviour

The Barnehurst Federation of School's behaviour policy will apply to the breakfast and after school clubs.

ARRIVAL AND DEPARTURE OF CHILDREN

Breakfast Club

Children can arrive from 7.30am onwards. A parent/carer must sign each child in each day. Children should not arrive unaccompanied. The full charge of the session will be applied regardless of the time of arrival. Children must arrive by 8:25am for breakfast club. Breakfast will not be served after this time.



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

After School Club

The after-school club operates from the end of the school day until 6pm. Please collect your child promptly by 6pm. Children must be collected by someone aged 16 or over.

Late Collection

Please ensure you collect your child promptly by 6:00pm each day. If you collect your child/children after 6:00pm you will be charged a set late fee of £5 per 5 minutes. This is due to the costs of paying overtime for the site and care team. Your child will not be able to attend another session until the late collection fee has been paid.

Non-attendance

We are unable to refund any payments for non-attendance due to the costs. Please ensure you notify the clubs separately if your child is absent from school and will therefore not be attending the breakfast or after school provisions. In exceptional circumstances when the school is closed at short notice e.g., severe adverse weather conditions, fees will be waived. To maintain our adult to child ratio and our provisions for each child, we need at least 24 hours' notice of cancellation for a session.

Contact Details

There must be at least two contact numbers and addresses for each child. Please note: The Registration Form must be completed prior to attendance.

To be completed by the Parent/Carer (1 copy for your records, 1 copy will remain with your registration form)

I the parent/carers, have read the contents of the Information Pack and the Terms and Conditions above for The Barnehurst Federation Breakfast and After School Club (The Base), and understand and agree to abide by them.

Child's Name:	Child's Class:
Signed:	Date:
Print Name:	Relationship to child:



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

TERMS AND CONDITIONS OF REGISTRATION – PARENT COPY

Charges

Charges will be reviewed annually.

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