

Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First language:	Name of key person:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: <i>(continue overleaf if necessary)</i>
Please detail any dietary requirements / food allergies: <i>(continue overleaf if necessary)</i>
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Signature of Parent/Carer

Date:

Medical Form

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child require medication prescribed by a doctor to be given during club times? Name of medication and strength?	
Does your child have any known allergies?	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

In the event that my child is involved in a serious accident, I expect to be contacted immediately on the above telephone numbers. If my child requires immediate medical treatment before I can get to the hospital, I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signed:

Date:

Relationship to child: _____

PERMISSION FORM

We do not want to have to keep requesting permission from you as it both takes time and disrupts your day. However, we do want to know that we know your wishes in a number of situations and to keep an accurate record of them.

Please be kind enough to read the statements below and place a tick either in the 'yes' or in the 'no' box for each.

I/We provide permission to:

1. Take photographs of my/our child for:

- | | | |
|------------------------------------|--------------|-------------|
| a) Activities in the club | Yes _ | No _ |
| b) Club promotional material | Yes _ | No _ |
| c) Press and television release | Yes _ | No _ |
| d) Portraits and celebration times | Yes _ | No _ |

2. Use protective or pre prepared products in certain situations

- | | | |
|---|--------------|-------------|
| a) Use disposable wipes for cleaning my child's face | Yes _ | No _ |
| b) Apply sunscreen provided by me/us | Yes _ | No _ |
| c) To apply face paints when appropriate to the children's learning or for an activity plan | Yes _ | No _ |

Name of Child.....

Name of Parent.....

Signature of Parent(s).....

Dated...../...../20.....

BOOKING TERMS AND CONDITIONS

Our services are provided on the basis the Parent(s)/ legal Guardian(s) comply with our terms and conditions as outlined below.

1.0 Bookings

Registration

- All parents/carers must complete our registration pack before a child can be accepted. Registration Packs can be obtained from the Club, School Office and Head Office.
- No child can be accepted without the Registration Pack being completed in full.
- Any changes to the information collected via the pack, whether it be contact details, medical details, change of address, etc, must be notified, in writing or via email, by the parent/carer as soon as possible to Head Office or the Club.

Payment for Sessions Booked/Attended and Penalties

- Where school closes earlier, end of term etc, our charges may be increased to cover additional hours.
- Unless otherwise agreed in writing with Head Office, all fees must be paid via bank transfer.
- Failure to settle all fees and/or penalties when due will result in Little Saints After School Club Childcare Service taking action (including legal action) to recover all outstanding debts.

Cancellation of Booked Session

- Sessions which have been booked, whether or not paid for or used, will not be refunded or transferred. This includes, but not limited to the following:
 - ❖ " Whether you collect your child(ren) early
 - ❖ " If children are excluded on the grounds set out below
 - ❖ " Whether days are not used
 - ❖ " Absences for illness
- Refunds will only be given :
 1. In exceptional and serious circumstances. This will be the decision of the Management at Little Saint After School Club.
 2. If Little Saint After School Club closes the Club (for example if it is required to close due to unforeseen circumstances).

Booking Additional Sessions

- All additional sessions requested by parents / carers are subject to availability as we must ensure that we have sufficient staff on site
- Extra sessions are payable in advance or on the day of collection, by bank transfer, without exception – otherwise a £5.00 charge will be applied
- Failure to pay on this basis will result in the outstanding balance being referred to Head Office, within 7 days of the unpaid session, so that an invoice can be issued to you to recover the charges. This will incur an additional cost of £10 for you to pay to cover administrative costs and debt recovery.
- Extra sessions or extra charges incurred, are organised in good faith at local level by Club Management. It is the Parent(s)/legal Guardian(s) responsibility to ensure that payments are made in advance or on the day via bank transfer.

2.0 Paying for your Club Charges

2.1 Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- The deadlines for payment are outlined on booking forms. Please ensure the correct payment is made by the date specified. Please note all accounts are to be paid in full by the specified date or sooner if applicable. Any outstanding accounts will be forwarded to Head Office at the end of each term, who will take legal action to recover all outstanding debts. This does not apply to any payments being funded via by an employer or public sector body.
- Any payments via an employer or public sector body must be agreed at the beginning of each term and paperwork confirming this must be supplied.
- It is the responsibility of the Parent(s)/ legal Guardian(s) to set up a Standing Order arrangement, on time, with their bank and ensure that the payment has been made on time by their bank
- Failure by Little Saints After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment under any circumstances.

2.2 Charges for Non Payment

- Failure to ensure the correct amount is paid by the date specified on the termly booking form will result in a late payment charge being added to your account of £10. This charge is to cover the cost of administration in notifying you of the overdue amount. This charge will apply even if a part payment has been made.
- If by the next payment date, the outstanding amount (plus £10), has still not been received, a further £10 will

be charged to your account. At this stage if you have opted to pay by instalments, you will be advised this method of payment is no longer available to you for the rest of the year. You will be required to pay the amount for the term (plus £20), by return and following that, payment will be required in advance at the start of each term for any remaining terms in the year.

- Failure to pay at this stage will result in the immediate loss of your child's place in addition to incurring additional interest charges and legal costs for you to pay.

2.3 Queries with Invoices

- If you have a query with any invoice or fees due, please advise Onsite Manage within 7 days of receipt of the notification otherwise late payment charges maybe incurred.
- Usually queries are quickly resolved but occasionally may take longer. Where this is the case, your query will be logged, thereby preventing any action being taken to recover the payment. As soon as the query is resolved, if the payment due date has passed, payment will be expected by return.

3.0 Penalties for Late Collection

- It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. Failure to do so will result in a charge. Frequent abuse of this policy will constitute a breach of the terms and conditions, entitling Little Saints After School Club to exclude the child from subsequent sessions.
- Due to the high costs of insurance and site management outside of normal opening times, all parents/carers **collecting children or still onsite at or after** beyond the closing time of the Club will automatically be charged a late collection penalty of £10.00 per child and an addition £5 for every 15 minutes that you are late.
- If a late collection has been issued, you may be notified on the day or receive an invoice at the end of your next session or term.
- All late collection fees must be paid within 7 working days of incident.
- Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carer, Little Saints After School Club reserves the right to exclude the child from the Club, until the penalty is paid, without issuing a refund for sessions unattended

4.0 Grounds for Exclusion

- Any child who has suffered from high temperature/fever, cough, loss of taste or smell must be kept away from the Club for a period of 14 days after such conditions has ceased. Any child suffering from head lice must be kept away from the Club until the hair has been fully treated and cleared. Should any child suffer from any of the above whilst at the Club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.
- Other grounds for exclusion are persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) or where a parent/carer is in breach of any of our terms and conditions.
- Refunds will not be made if children are excluded on the grounds set out above.

5.0 Reservation of Rights

- Little Saints After School Club reserves the right to exclude a child or family from attending the Club or to refuse to accept a registration in its sole discretion.
- Little Saints After School Club reserves the right to close the Club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- Little Saints After School Club reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

6.0 Legal: Waivers, Exclusions, Jurisdiction

- Little Saints After School Club accepts no liability for loss or damage (including consequential loss) to property brought to Club premises caused by the actions of children or third parties or for accidental damage caused by Club staff.
- No failure or delay by Little Saints After School Club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English law and subject to the jurisdiction of the courts if England and Wales.
- Little Saints After School Club shall not be liable for any direct or indirect loss suffered by parents / carers as a result of Club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- Little Saints After School Club accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of the completion of Little Saints After School Club own medical permission form.
- It is the parent's responsibility to ensure that medication instructions are updated annually or when needed.
- Little Saints After School Club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the Club.

7.0 Leaving the Club – For Weekly Fulltime and Part-time Bookings Only. Does not apply to “Pay As You Go Users”

- Little Saints After School Club accepts that the last day of a booking is the “finish” date for each booking. It is however accepted that circumstances will arise which may necessitate the child needing to leave the Club

earlier than that agreed. In such circumstances, **a minimum of four weeks written notice is required.** This must be given to the Onsite Manager or sent to Head Office and will be effective from the date received. **Full charges will be payable for any sessions booked during the notice period.** If it is possible to provide more than four weeks notice, this would be appreciated.

- The only exception is where a child will be leaving the school or where the Club is not needed in the next term. It will not be necessary to provide written notice if this is the case. In these circumstances the "finish" date will be taken to be the last date of the booking. We would however still appreciate if you can inform Head Office so we can ensure all your **child's details are removed and destroyed securely.** Full charges will be payable for any sessions booked during the notice period.

8.0 Damages

- Any equipment, supplies and the premises damage caused by the child(ren) while in our care, unless caused by the negligence of Little Saints After School Club, will be payable at the original amount purchased. This does not apply to normal wear and tear on toys or furniture, only to damage.

For any queries regarding these terms and conditions contact:

Phone: **07968 498364**

Signed:

Date:
