

Thank you for completing your application form for our After School Club to secure your place.

Please ensure ALL sections of this registration form are fully completed and that all information given is accurate and kept up to date at all times, as any gaps will cause delay in processing.

Once you have fully completed this form please hand it into the school office or email it to wraparoundcare@newvalleyprimary.com

SECTION 1: CHILD REGISTRATION

1st Childs Full Name	Date of Birth	Age
Language spoken at home	Gender (please circle)	Year Group and Class
	<i>Male or Female</i>	
Does your child have any allergies?		
<i>If yes, please give details</i>		
Does your child have any dietary requirements?		
<i>If yes, please give details</i>		
Does your child take any medication?		
<i>If yes, you must inform the ASC Leader and complete a medication form</i>		
Does your child have any specific needs?		
<i>If yes, please give as much detail as possible so that we can ensure that we fully meet your child's needs.</i>		
2nd Childs Full Name	Date of Birth	Age
Language spoken at home	Gender (please circle)	Year Group and Class
	<i>Male or Female</i>	
Does your child have any allergies?		
<i>If yes, please give details</i>		
Does your child have any dietary requirements?		
<i>If yes, please give details</i>		
Does your child take any medication?		
<i>If yes, you must inform the ASC Leader and complete a medication form</i>		
Does your child have any specific needs?		
<i>If yes, please give as much detail as possible so that we can ensure that we fully meet your child's needs.</i>		

SECTION 2: PARENT/CARER DETAILS

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Parent/Carer (1) Full Name:	Parent/Carer (2) Full Name:
Relationship to pupil:	Relationship to pupil:
Parental responsibility: YES/NO (please circle)	Parental responsibility: YES/NO (please circle)
Address:	Address:
Email address:	Email address:
Daytime contact number:	Daytime contact number:
Additional contact to be used in case of emergency	
Parent/Carer (3) Full Name:	Parental responsibility YES/NO (please circle)
Relationship to pupil:	Address:
Email address:	Daytime contact number:

All adults included in this form have agreed to be a contact and understand the school will hold their contact details on record.

SECTION 3: TERMS AND CONDITIONS

When registering your child at our After School Club (ASC) you are agreeing to the following terms and conditions:

1. The ASC closes at 6pm and all children must be collected by this time. If not collected on time a late collection fee will be applied.
2. Children will only be collected at the end of school on the days agreed at application.
3. Bookings must be made in advance. Where possible we try to accommodate last minute requests, however this is subject to availability and cannot be guaranteed.
4. By signing this registration, parent/carers agree to our ASC staff administering first aid and/or taking the child to hospital for urgent medical attention.
5. Parents/carers must inform the ASC by email if any contact details change on the registration form.
6. Payments for sessions are £15 for the first child and £12.50 for each additional sibling until 6pm. There is a 10% discount if booking and paying for a week in advance (£67.50 per week/£56.25 per additional child)
7. Fees will be issued upon attendance and are payable within 30 days, or by the end of term, whichever comes first. Advance payments can also be made.
8. Cancellations must be made within 24 hours' notice, or a full session will be charged (£15).
9. Failure to pay the fees will result in your child at risk of being withdrawn until full payment is made and your space may be reallocated to a child on the waiting list.
10. Payment can be made through parent pay. Childcare vouchers can also be accepted.
11. Fees will not be refunded due to sickness or school trips.
12. The following policies apply to the ASC which can be viewed on the school website; EYFS, Health and Safety, Equalities, Accident/Incident policy and procedure, Data protection and data sharing, Behaviour Policy.
13. ASC places are limited and should you apply for a place for a new child, you may be placed on the waiting list.
14. Children are expected to behave appropriately at the club and parents will be informed if their child's behaviour is inappropriate.

I agree to the terms and conditions detailed in the registration form and will inform the ASC should any of my personal contact information change.

I understand that bookings are made in advance and payment is due immediately on receipt of invoice.

Parent/carers name (PRINT):

Parent/carers name: (SIGNATURE):

Date: