**BREAKFAST &** **AFTER SCHOOL CLUB**

**REGISTRATION FORM**

Please complete one form per child

**Year 2 and below only**

Name of Child…..……………………………………………………………………………….. Date of birth: …………………….…………….

Address ………………………………………………………………………………………………………………………………………………………...

Postcode ……………………………………. Class (If applicable) ……….….…………………………………………………………………

Does your child have any dietary requirements that we need to be aware of?.................................................

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Does your child have any allergies that we need to be aware of?.....................................................................

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Does your child have any medical needs that we need to be aware of?...........................................................

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Parent/ Carer details:

1)……………………………………………………………………….….. Contact number: ...…………………………………………….………

2)…………………………………………………………..……………….. Contact number: ………………………………………………………

Please provide details of people **other than parent/ carer** who are authorised to collect your child and could be contacted in the event of an emergency where you are uncontactable:

1) Full Name…………………………………………….…………………. Contact number: ……………………………………………………

2) Full name …………………………………………………………...……. Contact number: …………………………………..……………

Please provide a password and ensure whoever is collecting your child knows what it is;

Collection password………………………………………………………………………………………………………………………………………

I give my consent for photographs to be taken of my child and used in displays, leaflets and any literature:

Yes No

I give my consent for photographs to be taken of my child and used on the Children’s Centre website.

Yes No

Please tick the day/days that you would like your child to attend:

**Breakfast**

Monday Tuesday Wednesday Thursday Friday

**After School**

Monday Tuesday Wednesday Thursday Friday

What date would you like your child to start?....................................................................................................

Please provide an email address for your invoice to be sent to ……………………………………………………………….……

Please use this section to inform of us of anything else that may be important……………………………………………

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**I have read, and agree to abide by, The Red Oak Sure Start Children’s Centre Terms and Conditions for Breakfast and After School C lub.**

Signed……………………………………………………………………………………………………Date………………………………………...

Name……………………………………………………………………………. Relationship to child……………………………….………..

**Please do not assume that your child has a place until you receive confirmation**

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For Office use only:

Place given: YES NO Confirmation given



**Please detach this sheet and keep for your records.**

**Terms and conditions**

Registration

* After submitting your registration form you will receive a letter/email/ telephone call confirming your child’s place at Breakfast/ After School Club. **Please do not assume your child has a place until you receive this.**

Charges and Payments

* The breakfast session runs from 7:45am-9:00am and costs £6.00.
* After school club runs from 3pm-6pm and costs £11.
* A ‘Late Collection Fee’ of £10.00 per 15 minutes (or part of) may be charged for any child not collected by 6pm.
* Invoices are issued monthly in advance and will be emailed to the email address given on the registration form.
* Fees are payable by 1st day of the month **in advance** of your sessions or on weekly basis if agreed by the Manager. Non-payment could result in your child’s place being withdrawn.
* Invoices can be paid by cash, cheque (made payable to Furzefield Primary School), via BACs or with childcare vouchers.
* All absences (including those due to illness) will be charged at the full rate. Please ensure we are informed of any planned absences or if your child is off sick. **Please do not rely on the school informing us of absences due to sickness.**

Extra sessions or cancellations

* If you require your child to attend an extra session, please contact the office by email at info@theredoak.org.uk or on 01737 645908 with your request. Please give one week’s notice if possible. **Please do not assume your child will be able to attend the extra session until you have confirmation.**
* If your child is due to go to a club or other after school event during a booked session e.g. Homework Club, Football match, FOF disco etc, please inform us via email at info@theredoak.org.uk, call 01737 645908. **Please do not assume that the after school staff are aware.** Any absence due to attending other clubs/events will be charged at the full rate.

Termination

* You are required to give one week’s notice if you would like your child to leave The Red Oak Breakfast/ After School Club and all outstanding balances must be paid prior to your child leaving.

General

* The Red Oak Children’s Centre Breakfast & After School clubs run every day for children in school nursery to year 2 only. After school childcare for children in years 3-6 can be provided by Furzefield Fun Club. (The two clubs interlink and share facilities, resources and staff).
* Your child **must** be collected by 6pm. Please arrive by 5.55pm to ensure time for handover. If you are running late please inform The Red Oak staff on 01737 645908 by 5.45pm
* Please avoid collecting your child during teatime (4.15-4.45pm) as this is very disruptive. If you arrive at the time you may be asked to wait in the designated waiting area until tea is finished.
* Your child will only be released to you or a person named on the registration form. They must know the password that you have set for your child.
* You should inform us of any change of details **immediately** by filling in a new registration form. Forms are available from the office, the preschool or via email (info@theredoak.org.uk)
* Please contact the Pre-School Manager on 01737 645908 if you have any concerns or queries.