

Loddon Out of School Club

Hillside Road, Earley, Reading, RG6 7LP ☎ 07968278584

Registration Form (Confidential)



Surname: First name(s):

Name by which child prefers if different from above: Male / Female

Address:

.....

Date of birth: School attended: Year group:

Full name of first parent/ carer:

Telephone numbers (H) (Day)..... (M).....

Full name of second parent/ carer:

Telephone numbers (H) (Day)..... (M).....

Name/ phone numbers of person(s) collecting child (if different from above):

Name: Telephone no:

Name: Telephone no:

Emergency contact:

Name:

Address:

Telephone numbers (H) (Day)..... (M).....

Name/ Address of GP:

..... Telephone number:

Is there any medical condition or recurring complaint which the supervisor should be aware of, e.g. asthma, eczema, hay fever, epilepsy, diabetes, allergies etc?

.....

Does your child have any dietary requirements? If yes please state:
.....

Does your child have any special needs? If yes please state:
.....
.....

Is there any other information you would like to provide?
.....

Session Information

Breakfast Club (please tick days required) Breakfast: Yes No

Monday Tuesday Wednesday Thursday Friday AD HOC

Preferred start date:

After School Club (please tick days required)

Monday Tuesday Wednesday Thursday Friday AD HOC

Preferred start date:

I give permission for staff to seek medical attention for my child in an emergency. Yes/No

I give permission for my child to be photographed by the club for the clubs website and social media page or press promotional purposes. Yes/No

I have received and read the Loddon Out of School Club Prospectus and agree to abide by the policies and procedures. Yes/No

I have read and agree with the Loddon Out of School Club Terms and Conditions (See below) Yes/No

Data Protection

All information will be held on computerised/ manual files but will not be disclosed to third parties without your permission, except for the reasons (usually safety, health or emergency purposes) outlined in the Club's data protection policy. If you have any enquiries regarding data protection please speak the manager.

Signed (parent/ Guardian):.....

Print Name:.....Date:.....

Please return completed registration form, together with **£10 registration fee**, to The supervisor, Loddon Out of School Club. Your child **WILL NOT** be put on any waiting lists or registers until the form and payment has been received.

Terms and Conditions

1. There is a one-off membership fee of £10 per family. This covers membership of Breakfast, After School and Holiday Clubs.
2. Invoices will be issued each half term. Payment terms are half termly unless an arrangement has been made with the supervisor.
3. Failure to make payment will result in your child/ren being excluded from the club. Any monies owed, plus cost incurred to the club will be recovered by legal means.
4. 4 weeks written notice is required to withdraw your child/ren's place at the club. (Holiday time is not included in this e.g. if a place is no longer required for September, 4 weeks' notice must be given prior to the end of the summer term.) You are required to pay the notice period and we do not give refunds from the term.
5. Failure to give notice will result in the club invoicing for 4 weeks' notice. Any monies owed, plus cost incurred to the club, will be recovered by legal means.
6. If the child is collected late (after 6 pm), for every 5 minutes late on any day, a payment of £5 automatically becomes payable and a warning will be issued. A further £5 will become payable for every 5 minutes thereafter.
If a child is collected late after 3 or more occasions, a letter will be issued stating that they have repeatedly breached the terms and conditions, and the child's registration will be likely to be cancelled.
7. Payments for the club can be made via Cash, Cheque or through the Voucher scheme.