

**BREAKFAST & AFTER SCHOOL CLUB
INFORMATION SHEET**



Surname	Forename
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SINGLE-PARENT FAMILIES

Name of main carer _____

Does the other parent have access?

Is there a court order which prevents access? (If so we need a copy on file)

WHO OTHER THAN YOURSELF IS LIKELY TO PICK UP YOUR CHILD FROM THE AFTER SCHOOL CLUB?

Name _____

Address

Telephone Number _____

DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS?

DOES YOUR CHILD HAVE ANY DIETARY NEEDS?

IS THERE ANY OTHER INFORMATION ABOUT YOUR CHILD YOU WOULD LIKE US TO KNOW?

**BREAKFAST & AFTER SCHOOL CLUB
MEDICAL FORM**



Surname	Forename
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Name of child's doctor _____

Address:

Telephone No:

Does your child suffer from any of the following:

ASTHMA HAYFEVER EPILEPSY SICKLE CELL ANAEMIA

(please circle any of the above if appropriate to your child)

Any other medical problems that we should know about:

Any medication needed to be kept on site:

SignedPrint NameDate

**BREAKFAST & AFTER SCHOOL CLUB
EMERGENCY TREATMENT FORM**



"A Local School with a Global Perspective"

Surname	Forename
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I _____ hereby authorise senior staff of Shaftesbury Park School after school club to obtain emergency medical treatment for my child if necessary.

Signed _____ Relationship to the child: _____

Date _____

**BREAKFAST & AFTER SCHOOL CLUB
ETHNIC BACKGROUND RECORD FORM**



Surname	Forename
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Our Ethnic Background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

Please study the list below and **tick one box only** to indicate the ethnic background of your child.

Child's ethnic group: Please tick one box

White - British		Black - Ghanaian		Latin/South/Central American	
White - Irish		Black - Nigerian		Turkish	
White - Western European		Black - Somali		Gypsy	
White - Eastern European		Any other Black background		Roma	
White and Asian		Bangladeshi		Gypsy/Roma	
White and Black African		Chinese		Traveller of Irish Heritage	
White and Black Caribbean		Indian		Any other mixed	
White - other		Pakistani		Other ethnic group	
Black - Caribbean		Any other Asian background			

I do not wish an ethnic group to be recorded	
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Child's religion

First Language of Child

First language of Parent/Carer

Signed _____ Date _____

For office use only

Letter _____ Book _____ Individual Record _____ Spreadsheet _____ Planner _____

T&Cs given to parents Y / N Previous application form retrieved (if applicable) Y / N

Signed _____ Date _____

SHAFTESBURY PARK SCHOOL BREAKFAST & AFTER SCHOOL CLUB

Contract Terms and Conditions

Our Terms and Conditions have been established with the aim of protecting the interests of everyone concerned with the success and continued operation on the service. They are intended to provide a practical working basis for the contract agreed between us.

1. The signed Registration Agreement signifies an acceptance of all these terms and conditions.
2. Our Fees, Terms and Conditions are reviewed and may be subject to change every year in April.
3. Children who attend "The After School Club" must be between the ages of 3 years and 11 years old.
4. Fees are calculated using the standard daily rate as published in our current school prospectus.
5. Fees must be paid from the agreed Actual Date of Commencement noted on the Registration Agreement
6. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.
7. Fees are invoiced weekly/monthly and payment is due on the 1st day of every week/month. Fees must be paid in advance without fail.
8. There is a 20% reduction in fees for the 2nd, 3rd child etc in the After School Club.
9. We reserve the right to withdraw any entitlement to discount as a result of late payment. Penalty fees will be incurred if payments are not received by the 1st day of each week/month.
10. We reserve the right to withdraw places due to unpaid or late payment fees. A charge is made at the current Bankers rate for cheques returned unpaid.
11. Please notify us if your child will be absent for any reason at any time they would normally be expected to attend
12. **Any application to alter, increase or reduce contracted sessions must be made in writing**
This written notice will form an amendment to the original Registration Form. Four weeks clear notice must be provided if you wish to reduce your sessions
13. **Notice that you no longer require a place for your child at the club must be given in writing**
and addressed to the After School Club Manager. Four weeks clear notice must be provided if you no longer require a place. If less than four weeks notice is given, payment for a period of four week sessions will be payable in lieu of notice
14. **Notice that you need occasional extra Sessions must be given in writing**
and have been acknowledged and agreed by a member of the management team on duty. Extra sessions will be charged at an extra daily rate as published in our current School Prospectus. Payment for extra sessions is due on the day the extra session(s) are taken. Extra sessions booked are also contracted and must be paid whether or not your child attends.
15. **Parents and Carers must ensure that children are brought to, and collected from, the club promptly at the times agreed.**
Children must not be left in the club room before or after the time appointed for their arrival or departure.
16. The club will not accept any child before 7.30am and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement.
17. An extra charge is made at our extras daily rate for early arrivals (if accepted) and late departures which have been booked and agreed. Late departures beyond the booked and agreed collection time will incur a charge of £5 per 5 minutes.
18. The After School Management reserve the right to refuse entry to the club.