



Headteacher Mrs Nicky Hains

**Downholland Haskayne CE Primary School After School Care
Contract and Registration Form**

Telephone: 0151 526 0614
e-mail: bursar@haskayne.lancs.sch.uk

Child's personal details:

Child's name:	Date of Birth:	Gender:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		
Parental/legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No

Details of people authorised to collect child, other than parents, or who can be contacted in an emergency

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you **MUST** discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

Signed: Parent/carer: **Date:**

Arrangements in the case of sickness and/or any emergency:

Our After School Care does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity.

Fees at ARC After School Club

The cost of each session will be: £5 per session regardless of how long your child stays

Fees are to be paid weekly preferably through BACS although we do accept cash.

Fees will still be charged unless we receive cancellation a minimum of 2 days in advance

A child's continued place in After School Care at Downholland Haskayne CofE Primary School is dependent on continued payment of fees.

Registration (*name of child*)..... to start on (date):

Sessions required

These are during school term dates only **and exclude Inset days** at Downholland Haskayne CofE Primary School

Session:	Mon	Tues	Wed	Thurs	Fri
3.15pm - 4.30 pm					

Please note that:

- Downholland Haskayne CE Primary School reserves the right to amend the terms/conditions at any time.

Agreement between parent(s)/carer(s) and Downholland Haskayne School:

- I understand that by completing and signing this contract and registration form
- I agree to meet the terms and conditions of Downholland Haskayne School After School Care facility
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the school immediately if I am informed that he/she is unwell.
- I agree not to send my child to After School Care if he/she is unwell.

Name of parent/carers 1:.....

Signature of parent/carers**Date:**.....

Name of parent/carers 2

Signature of parent/carers.....**Date:**.....

Signature of Headteacher:

..... **Date**.....

Personal information contained in this contract and registration form is kept in line with GDPR.