

### Care Club Registration Form

Child's Details

Date of Registration:

First name:	Surname:	Preferred name:
Date of birth:	Current age:	Name of key person:
EYFS? <input type="checkbox"/>	School attended:	First Language:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Y / N			Does this child normally live at this address? Y / N		
Home Tel:	Mobile:	Work Tel:	Home Tel:	Mobile:	Work Tel:
Email address:			Email address:		
Does this person have parental responsibility? Y / N			Does this person have parental responsibility? Y / N		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details overleaf.)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Tel:	Mobile:
Relationship to child:		
Name:	Tel:	Mobile:
Relationship to child:		
Please detail any additional/special needs your child has: (please provide full details)		
Is there anything your child doesn't like (food, games etc.) or is scared of?		
Do you consent to your child's photo appearing on the 'Care Club blog' on the Richard Crosse website <b>YES/NO</b>		
What are your child's favourite activities?		
Signature of Parent/Carer:	Date:	

### Care Club Medical Form

Child's name:	Date of Birth:
Doctor's Name	Doctor's address:
Doctor's Tel:	
Does this child have any known medical problems or additional needs? (please list)	
Please detail any medical needs or medication in full:	
Please detail any known allergies: (An Allergy Management Plan will be put in place where required)	
Please detail any dietary requirements or allergies:	
Please detail any other information relevant to the child's health:	
<p>In the event that my child is involved in a serious accident, I, or my emergency contacts will be contacted immediately on the telephone numbers given on the Registration Form.</p> <p>In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.</p> <p>I understand that I am responsible for updating this form as my child's health needs change.</p>	
Signed:	Date:
Print Name:	

## TERMS AND CONDITIONS

- All children attending Care Club must be registered beforehand and have received notification in writing confirming a place.
- Re-enrolment for September is required at the end of the summer term. Places will not roll over between academic years.
- Once a place has been accepted by a parent, fees are to be paid in full, in advance.
- Booking forms will not be accepted without initial payment.
- In order to retain a place at Care Club, fees must be paid **four weeks in advance**. (Payment for September must be made in July.)
- Fees are payable even if your child does not attend for any reason.
- Fees are payable in advance by Parent Pay, tax free child care, or childcare vouchers.
- We accept vouchers from the following schemes: Computershare, Edenred, Allsave, Busy Bees, Sodexo, Salary Exchange, You at work and Care-4. We are always happy to add others.
- All outstanding fees must be paid in full before further Clubs can be attended.
- Ad hoc sessions or on the day bookings are operated on a first come first served basis, and the Club reserves the right to refuse booking if places are not available.
- Sessions are not transferable.
- No refunds will be made for non- attendance unless this is as a result of school cancelling.
- Four weeks' notice must be given if you no longer require your place in Care Club.
- We do not charge for bank holidays and professional training days.
- Fees will be reviewed at least annually by the Board.
- Children accessing before school Care Club **must be** signed in by a parent/carer.
- Children being collected from after school Care Club **must be** signed out by a parent/carer.
- Children must be collected promptly at the end of their session.
- If a parent/carer will be late to collect their child, they must notify the school by telephone as soon as they know they are going to be late.
- A late collection charge will automatically be applied every 15 minutes if a child is late being collected.
- Where Care Club is not aware the child will be collected late, the Uncollected Child Policy will apply.
- Children will not be allowed to leave with any adult who is not named as a contact, or who is under 16 years of age.
- Parents/carers agree to abide by the Club's policies and procedures once their child is booked into Care Club.
- Parents/carers must read the Club Handbook and abide by all rules within it.
- It is the parents/carers responsibility to notify the Club, in writing, any change of work place, home address or contact person.
- Parents/carers must supply the Club with at least two emergency contact telephone numbers and it is the parent/carers responsibility to ensure these are kept up to date.

Child's name

\_\_\_\_\_  
Parent or carer's name

I consent for my child to attend Care Club. I have read and understood the Handbook, and the Terms and Conditions and I agree to abide by them.

Signature:

Date:

\_\_\_\_\_

### Care Club Sun Protection

Children love to play outside in the sun, but sunburn in childhood increases the risk of developing skin cancer in later life.

Care Club is concerned about protecting your child from sunburn and skin damage. Please provide a suitable hat, such as a legionnaire's hat or sunhat. On sunny days apply sunscreen to any exposed parts, and send sunscreen into school with your child.

With your consent we will guide your child to apply sunscreen when necessary. Please complete and return the consent form below.

..... ✂ .....

Permission to apply sunscreen

Child's name: .....

I am happy for my child to have sunscreen applied at Care Club.

I will provide a bottle of sunscreen labelled with my child's name for use at the Club.

Signed parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

This consent will remain valid whilst your child is in the care of this Club.

**Care Club Session Booking Form  
September 2024**

**Child 1 :** \_\_\_\_\_

Session	Time	Cost	Mon	Tue	Wed	Thurs	Fri
			Tick if required	Tick If required	Tick if required	Tick if required	Tick if required
Session 1	8.30-8.45am	£2.00					
Session 2	7.30-8.45am	£6.00					
Session 3	3.15-4.15pm	£6.00					
Session 4	3.15-5.00pm	£9.00					
Session 5	3.15-5.30pm	£13.00					
A charge will be made every 15 minutes for late collections		£6.00					

**Child 2 :** \_\_\_\_\_ (please remember your 10% discount)

Session	Time	Cost	Mon	Tue	Wed	Thurs	Fri
			Tick if required	Tick If required	Tick if required	Tick if required	Tick if required
Session 1	8.30-8.45am	£2.00					
Session 2	7.30-8.45am	£6.00					
Session 3	3.15-4.15pm	£6.00					
Session 4	3.15-5.00pm	£9.00					
Session 5	3.15-5.30pm	£13.00					
A charge will be made every 15 minutes for late collections		£6.00					

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Session	Time	Cost	Mon	Tue	Wed	Thurs	Fri
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Session 2	7.30-8.45am	£6.00					
Session 3	3.15-4.15pm	£6.00					
Session 4	3.15-5.00pm	£9.00					
Session 5	3.15-5.30pm	£13.00					
A charge will be made every 15 minutes for late collections		£6.00					

Request by(parent/carer) :	Date:
Contact Number :	Email Address :