

LOSTOCK HALL
BEFORE & AFTER SCHOOL CLUB

REGISTRATION FORM

CHILD'S DETAILS

1. Child's Name Preferred Name.....
Date of Birth.....

2. Child's Name Preferred Name.....
Date of Birth.....

3. Child's Name Preferred Name
Date of Birth.....

Home Address.....
.....
..... Postcode.....

Telephone Number.....

PARENT(S) / GUARDIAN(S) DETAILS

Parent Name (1).....
Phone (Work)..... Mobile.....

Parent Name (2).....
Phone (Work)..... Mobile.....

Address (if different from above).....
.....
..... Postcode.....

PLEASE GIVE AN ADDITIONAL EMERGENCY CONTACT:

Name..... Relationship to Child.....
Address.....
..... Postcode.....
Home Phone Mobile

Name of person who will normally collect
Password to be used for alternative person collecting.....

MEDICAL DETAILS

Name of
Doctor:.....
Address.....
Telephone.....

Parent’s permission to seek emergency medical assistance or treatment:

Signed.....
Name.....

Please give any medical condition or relevant information which you feel we should be aware of:

Please give any relevant dietary requirements you feel we should be aware of e.g. allergies, special diet, vegetarian:

Please give consent for us to apply sun cream to your child in very sunny weather at 3.15pm if required. If you wish you may send in a labelled bottle during hot weather, otherwise we use a generic sensitive skin Factor 50. Signed.....

Permission for photographs for website, newsletter...Yes.....No..... Delete as required

Please indicate the date you would like your child to begin attending the Club:

Days / sessions required

	AM	PM session 1	PM session 2	PM session 3
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

All information given is correct to my knowledge. I agree to notify the Club of any changes to these details. I confirm I have read the attached terms and conditions and agree to abide by them.

Signed.....
Name.....

Date.....

**Before & After School Club
Mobile No. 07500 193750**

PLEASE DETACH AND KEEP THIS SECTION FOR REFERENCE

TERMS AND CONDITIONS

The club is open from 7.30am to 8.50am and from 3.15pm to 6pm.

BOOKINGS

Regular bookings can be made at the start of the year in person, via text to the BASC phone 07500 193750 or by email to BASCcontact@lostockhall.cheshire.sch.uk

Casual bookings should also be made by text with as much notice as possible. It may not always be possible to accommodate your booking due to capacity of the club and staff to children ratios.

CANCELLATIONS

24 hours' notice must be given for all cancellations or there will be a session charge per child. (Currently £5.80, subject with notice to future change).

Bookings not used eg due to illness or pick up at the classroom door, will also be charged for one session.

FEES

There is a session charge, currently £5.80.

Breakfast counts as one session, regardless of drop off time and if your child doesn't/does eat breakfast in the club.

Afternoon sessions:

3.15pm to 4.15pm	Session 1
4.15pm to 5.15pm	Session 2
5.15pm to 6pm	Session 3

Please note you will be charged per full or part session. Once 5 minutes of the following session has elapsed, it will incur the full session charge. For example, 3.15pm to 5.25pm will cost £17.40

If your child is at a hobby, we will collect them and bring them into club when the hobby

finishes. Charging starts with the second session at 4.15pm as this is when most children will arrive after hobbies.

There is a **late pick up fee of £10 per child if you arrive after 6pm**. Please let us know if you are running late so we can reassure your child and if necessary make staffing and locking up arrangements.

PICK UP

Please ensure that if it is not the usual person picking up from club, that you inform staff and ensure the person knows your password for collection. This is for your child's safety.

PAYMENT

Charges are calculated at the end of each month and will be available to view on ParentPay in the first week of the following month.

Please kindly pay within 14 days.

After this period if payment has not been made, you will receive an email or text reminder. If payment is then not made within the following 7 days, you will receive a further reminder and request for immediate payment. No further bookings can be made or taken from this point. Failure to pay within 28 days will result in potential debt recovery action.

Payments can be made through ParentPay using debit/credit card. You may also use childcare/tax free vouchers which will be paid direct to our bank account and then applied by the office against your ParentPay account.

GDPR notice

The information you have provided is required to ensure the smooth running of the Before and After School Club, and the health and safety of the children. This information is stored in accordance with Lostock Hall Primary School's Privacy Policy which is available to view on the school's website.