



# Breakfast and after School Club

## Registration Form

Email: Orchidkidsclub2018@gmail.com

Tel: 07533732595

Tick if EYFS child

**Child's Details**  
**Registration:**

**Date of**

First name:	Surname:	What s/he likes to be called:
Date of birth:	Current age:	School attending: First language:

**Parent Details:**

**Guardian details:**

Title:	Name:	Surname:
Home address:		
Home number:	Mobile number:	Work number:
Email address:		
Does this persons have parental responsibility? Yes / No		

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

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

**Child's Doctor**

Name of Doctor:	
Address:	Telephone:

**About your child**

Please detail any additional/special needs your child has: (continue overleaf if necessary)
Please detail any dietary requirements/food allergies: (continue overleaf if necessary)
Child additional information:
What are your child's favourite activities?

**Club Specification:**

	<b>7:15am – 8:40am</b>	<b>3:15pm – 4:15pm</b>	<b>3:00 (Nursery) /3.15 – (reception &amp; Key stage 1 &amp; 2)5:45pm</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

Please book my child in for the days and times indicated above. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

AD-HOC

Note: Bookings to be made weekly in advance to avoid disappointment. All bookings to be paid in advance of session or on the day on collection (bookings can be made on same day providing there are spaces your child may join us).

If a booking is no longer required, please cancel at least 24hrs before (this only applies to Ad-Hoc), to avoid being charged.

**Password:**

(if someone else is picking up)

**Provision terms and conditions:**

Orchid kids club will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community and Club.

We recognize that childcare needs may change regularly and will try to be flexible within a framework that allows us to offer a good quality service, where children can feel happy, safe and secure.

Activities will vary on a day to day basis as they do at home. Children will be given the opportunity to play indoor or outdoor activities and have time to relax and do homework. Breakfast will be served in the morning club and a snack will be given in the afterschool club.

1. Parents/carer must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing to Orchid kid's club administrator via email.
2. The Breakfast Club starts at 7.15am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. Children will be escorted to class at 8.40am
3. The Breakfast Club and After School club is term time only. Parents/Carer will not be charged for days that the club is closed to pupils. However once your child is booked and guaranteed a place, all booking sessions will need to be paid for whether your child attends or not (e.g weather, illness or holidays). Unfortunately, we are unable to carry forward any unattended session even for Ad-Hoc.
4. Parents will be provided an Invoice confirming their total booking period before the start of term. Payment must be made in advance. Ad-Hoc payment can be made on the day. Payment method: Bacs, Cash, Cheque and Childcare Voucher will be accepted. If you choose to pay with childcare vouchers you must allow enough time for the club to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the club is registered with the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider. Parents/Carer must inform Club of their means of payment so this can be logged to avoid confusion.
5. We reserve the right to charge £5.00 per 15 minutes if you are late picking up your child.
6. Outstanding payment: Staff reserves the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from club services.
7. Once your child has been allocated a place you must give two weeks' notice to cancel this agreement. Any session within notice period will need to be paid in full. **24hr cancellation only applies to Ad-Hoc.**
8. The extended breakfast and afterschool services are additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures. Parents can request policies and procedure on how the club operates.

9. Orchid kids club are fully trained Staff aiming to provide a safe, stimulating and happy environment for all children.
10. We will Endeavour to provide a high-quality service and will seek feedback from parents/Carer from time to time. If you have any concerns please speak to Maria Arango, who will Endeavour to resolve your concern immediately.
11. From time to time we will have a movie afternoon. We ask your permission for your child to watch U and PG rated films.
12. All children must be signed in on arrival and out by an **authorized person over 16 years old**, providing they have the allocated password, after notifying club administrator via email or txt (07533732595).
13. I understand that the club takes all responsibility to ensure that its provision is fun and safe. However, In the event of an emergency and in my absence, I agree to staff contacting Emergency services and whilst every attempt will be made to contact the parent or your emergency contact. If we are unsuccessful your permission is required to take any appropriate emergency medical treatment or advice, including taking the child to hospital to receive treatment if necessary.

Parents/Carer is notified that aggressive and abusive behaviour will not be tolerated towards staff or peers. If you have read and understood above terms and conditions, please sign below:

**Signature of Parent/Carer**

**Date:**

*All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.*