



Abbot Alphege Academy After School Centre Registration Form

Child's name _____

Date of birth _____ Class _____

Child's name _____ Class _____ Date of birth _____

Child's name _____ Class _____ Date of birth _____

Home address _____

Emergency contact points:

Name of parent closest to After School Centre premises _____

Telephone numbers: Home _____ Work _____

Mobile _____ Email _____

Name of other parent / carer _____

Home _____ Work _____

Mobile _____ Email _____

If we are unable to contact either parent, please provide an emergency contact:

Name _____ Relationship to child _____

Telephone number: Home _____ Work _____

Mobile _____ Email _____

Address _____

Name of child's Doctor _____

Address _____

Telephone number _____

Please provide any relevant medical information (e.g. allergies, medication, special needs)

P.T.O.

Please provide any other personal information (e.g. likes / dislikes)

In the event of an emergency I consent to my child receiving medical treatment.

Parent's signature : _____

I will inform the After School Centre in advance if my child/ren will be late or not attending.

If my child is attending an after school club run by the school, I give my permission for my child/children to register at the After School Centre as soon as the relevant club has finished.

In the event of my child/children not arriving at the After School Centre, I understand the Centre staff will follow the Lost Child Policy.

Parent / carer signature _____ Date _____

Please state which day/days you would like your child/children to attend After School Centre:

| | | | |
|-----------|-------------------------------------|----------|-------------------------------------|
| Monday | <input checked="" type="checkbox"/> | Thursday | <input checked="" type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | Friday | <input checked="" type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | | |

**After School Centre
Terms and Conditions**

Application forms must be completed and returned before a child can be considered for a place. Reception children cannot be offered a place until the Headteacher is satisfied that they have settled into school and will usually be allowed to start at the beginning of **Term 2**.

Session Times (Term time only): 3.20pm - 5.00pm

Late pick-up from the After School Centre after 5.00pm will result in a fine.

Fees

Fees are invoiced during the first or second week of each term and are sent home with the pupil. All sessions are chargeable except under the following circumstances:

- School visits
- School representation at concerts etc.
- School assemblies

Credits will **not** be issued for any other absence. Unpaid fees will be referred to BANES debt collection if not settled following receipt of a reminder and the place terminated and offered to the next family on the waiting list.

Persistent cancellation of sessions for unspecified reasons, may result in the place being terminated and offered to the next family on the waiting list.

Termination/Cancellation of place

One month notice is required for any change in circumstances e.g. change of days required or termination of sessions.

Insurance

Abbot Alphege Academy's After School Centre is covered by the School's full and comprehensive insurance policy.

Accident Procedure

Abbot Alphege Academy reserves the right to administer basic first aid and treatment where necessary.

Security

Under no circumstances will a child be allowed to leave the After School Centre with anyone unknown to the Manager unless previously arranged with her.

Acceptance of After School Centre Terms and Conditions (please return to School Office)

Abbot Alphege Academy reserves the right to amend/update these terms and conditions at any time.

I confirm that I have read and agree to the above terms and conditions.

Signed (Parent/Guardian):Print name.....

Child(ren)'s name(s)..... Date:

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