

Thameside Primary School
BREAKFAST AND AFTERCARE
REGISTRATION FORM – PART 1 (CONFIDENTIAL)



Surname Forename(s) Male/Female

Name by which child prefers to be called (if different from above)

Address

.....

Home telephone number Email

Date of birth Year Group

CONTACT DETAILS

Name:

Address:

Relationship to child:

Telephone Day Mobile Evening

Name:

Address:

Relationship to child:

Telephone Day Mobile Evening

Name:

Address:

Relationship to child:

Telephone Day Mobile Evening

Name of person usually collecting (from list above)

Password for use in any emergency collection by person not listed

(eg mother's maiden name)

Name and address of child's GP
..... Telephone.....

Is there any medical condition or recurring complaints we should be aware of? Eg asthma, eczema, diabetes etc. Please give details below:

Is your child allergic to anything? Yes/No Please give details

Does your child have any special dietary requirements? Yes/No Please give details

Does your child have any special needs? Yes/No Please give details

Is there any other information you would like to provide? Yes/No Please give details

I give my permission for staff to seek medical attention for my child in emergency Yes/No

I give my permission for my child to be photographed for press/promotional purposes Yes/No

SESSIONS

- Ad hoc
- Regular sessions (please circle days required and if you require Breakfast and/or Aftercare)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM PM	AM PM	AM PM	AM PM	AM PM

Please now complete Part 2 of the registration form.

REGISTRATION FORM – PART 2

SUMMARY OF TERMS AND CONDITIONS

Please ensure that you read the full version of our policies and procedures. These govern the way our aftercare is run. Please take note and read the following points below:

1. Thameside aftercare will be open to children in our school. Every effort will be made to include all children providing the needs of the group are not compromised.
2. A regular session will cost £3 for Breakfast Club and £12 for Aftercare. Breakfast Club will run from 8am – 8.45am. Aftercare will run from 3.15pm – 6pm. Regular sessions must be booked in advance. Parents/carers must inform the club Manager if their child is unable to attend even if the session is regular.
3. All regular bookings must be made and paid for half termly, in advance.
4. In the case of late collection from aftercare, a fee of £5 per 5 minutes late, or part thereof, will be imposed to the parent/carer. If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, the Manager may ask staff to contact Reading Social Services.
5. Parents/carers wishing to cancel a regular session(s) must do so in writing or by email half termly in advance to confirm intention to cease using the aftercare facility.
6. The Manager and staff will keep all parents/carers informed of any behaviour issues that arise during the club as appropriate.
7. All parents/carers and staff will be required to observe the aftercare's equal opportunities procedure at all times.
8. The aftercare will not accept any responsibility for loss or damage of personal belongings. It is therefore recommended that children do not bring in valuable items to aftercare.

I have read the aftercare Summary of Terms and Conditions and agree to abide by them.

Signed..... Parent/Carer

Date.....

Please return the completed forms with the £5 registration fee to the school office for the attention of Thameside Aftercare, Administrator.