

Registration Form for Millfields Afterschool Club

Childs Full Name Also Child's preferred name		Unique ID	Date of Birth
		MALE or FEMALE	
Childs home address			
Parent / Guardian names			
Home telephone number	Ethnicity	Religion	Language spoken at home
Parent / Guardian details			
1 st Contact Name		2 nd Contact Name	
Relationship to Child		Relationship to Child	
Home address		Home address	
Mobile number		Mobile number	
E-mail		E-mail	
Employers name		Employers name	
Employers address		Employers address	
Employers tel no		Employers tel no	
Alternative contact who can collect your child in an emergency	Name	Telephone no	
Who has parental responsibility?	(please cross out those not relevant): Mother / Father / Both parents / Other (please specify)		
Who has legal responsibility?	Mother / Father / Both parents / Other (please specify)		
Is there any named person who should not have legal access to your child?			
Names and contact nos. of anyone else likely to collect your child (use back of form if necessary)			
Doctor's name and phone no.			
Allergies/dislikes Dietary restrictions			
Medical conditions or additional needs			
Start date Millfields ASC			
Any other information, eg. Holiday club only			

I agree to the terms and conditions of Millfields After School Club (please tick)

Parent/Carer's signature _____
Please print name _____ Date _____

Millfields ASC Terms and Conditions

Terms and conditions for Parents / carers to be kept for future reference

Parents / carers will ensure that **all telephone numbers and contact details and information on the registration form are kept up to date at all times.**

Parents / carers agree to book and pay for sessions **in advance.**

Please ensure that a **minimum of 1 week's** notice is given to change pre booked arrangements. It is not possible to swap days or refund monies due to non-attendance once a booking has been made. Parents / carers should be aware that it is their responsibility to check bookings are correct.

Any costs incurred by Millfields relating to the recovery of fees will be added to any amount outstanding

In after school staff hours are up to 6p.m. Staff must ensure that everything is packed away before 6p.m. and that they are off the premises. We therefore recommend that children are collected no later than 5.50p.m.

If a child is collected late, parents / carers will be invoiced for the extra staffing costs incurred by Millfields. If you collect your child late on more than three occasions, their place at the club will be withdrawn permanently.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work. If a child behaves inappropriately, they will be given a verbal warning and parents will be notified, if inappropriate behaviour is displayed again a written warning will be given, on the third occasion their place at the club will be withdrawn permanently.

If your child attends an after school activity in school, they will be collected at the end of the activity, by ASC staff and escorted to the ASC. The full amount for the ASC will still be payable in this instance as the staff will still be responsible for your child if they cannot attend the activity or the activity is cancelled, which also means we cannot offer that place at ASC to someone else.

In the event of an emergency, parents consent to the seeking of any necessary emergency medical advice or treatment in the future during the running of the setting.

Unless stated in the allergies section on the form, I give permission for Millfields staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent / carer.

Parents / carers agree that photographs of their child may be taken for display at the setting. If we would like to use photos for any other purpose, e.g. publicity, we will seek written permission from parents / carers.

All information which we have been given relating to your child, will be held securely and confidentially.

Millfields ASC believe that every child is entitled to a safe and happy environment. All adults associated with Millfields ASC are committed to this statement.

