



Kenn and Kenton After School Club Registration Form

Child's details

Child's full name _____
Preferred name _____
Date of Birth _____ Age _____
Home Address _____

Gender _____
Ethnicity _____
Religion _____
Language spoken _____
Class teacher _____

Parent/ carer and emergency contacts

Parent/Guardian's name _____
Home phone number _____
Work phone number _____
Mobile _____
Parent/ Guardian's place
of work _____
Other emergency contacts - names and contact numbers

Adults authorised to collect in the event of an emergency (must be over 18 year of age)	
Name and contact no.	
Name and contact no.	
Name and contact no.	

Medical details and other needs

Doctor's Name _____

Surgery phone number and address _____

Details of significant health issues including any physical disabilities statements

Details of any Special Educational Needs

Any special dietary requirements or allergies

Any non-dietary allergies

Days required

Tuesday		Wednesday		Thursday	
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Declaration

I hereby consent for my child to take up a place at the Kenn and Kenton After School Club, according to the terms and conditions set out. I have read the terms and conditions of Kenn and Kenton After School Club and agree to follow its policies and procedures.

I confirm that the above information is correct and I will undertake to inform the Senior Play Worker as soon as any details change.

I consent to any emergency medical treatment necessary during the running of the club. I authorise the play/ care staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Parent/Guardian signature _____ Date _____

Print name _____



Kenn and Kenton After School Club Terms and conditions

1. Payment will be required at the time of booking.
2. A completed registration form must be submitted before a child can be accepted into the club.
3. Parents must ensure that the Senior Play Worker is informed in writing of any changes to the registration form as soon as they occur (particularly to changes in emergency contact details).
4. Although a wide variety of activities will be on offer, including the opportunity for children to do their homework, we will not make children take part in an activity that they do not wish to do. We can encourage them to take part - however we will not make any activity compulsory. The emphasis will be on choice and enjoyment.
5. Snacks will be served between 4.00pm and 4.30pm.
6. The authorised person who collects the child from After School Club must sign them out to ensure accurate registration. Authorised people must be over 18 years of age.
7. If your child is ill and unable to attend the After School Club you must inform the Senior Play Worker in addition to the school (01626 890465). In order to meet our duty of care, any child that has a place in a session where they do not appear and where the After School Club has not been informed of their absence will be presumed missing and parents/ guardians will be contacted. The staff would be grateful if parents/ guardians could help ensure that this is adhered to.
8. We will make an additional charge of £5.00 per child per $\frac{1}{2}$ hour or part thereof for late collection after 6.00pm.
9. Kenn and Kenton After School Club reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from proving a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/ guardians and the children concerned.
10. The club has a responsibility to contact Social Care if we are concerned in any way about the safety of a child. The club has a duty of care for the welfare of the child and maintain strong links with the School Child Protection Officer and SENCO.

**The emergency contact number for the After School Club
during club hours is 01626 890465 or 01626 891574**