



Oak Farm Registration Form

Contact Information

Please complete in BLOCK CAPITALS

Child's name:	Date of Birth:	Age:	M/F:
School child attends:	Year:	Class:	
Child's address:	Post Code:		
Home Tel No:	Ethnicity:		
Religion:	Language spoken at home:		

Parent/Carer Details

Parent/Carer name 1:	Parent/Carer name 2:
Relationship to child:	Relationship to child:
Mobile number:	Mobile number:
Email:	Email:
Alternative person who can collect your child in an emergency:	
Mobile no:	Collection password:
Who has parental responsibility?	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?	
Do you give permission for your child, age eight years or over, to arrive at or leave the club unaccompanied? (We reserve the right to refuse a child to go home alone if deemed unsafe). Yes/No	

Medical Emergencies

Doctor's Name:	Contact No:
Doctor's Address:	
In the event of your child (named above) requiring medical treatment, including the administration of local or general anaesthetics in any emergency during his/her stay at GRANARY KIDS, I hereby give my consent for such treatment as may be considered necessary by a registered medical practitioner.	
<input checked="" type="checkbox"/> Signed (Parent/Carer):	<input type="text"/>
Give details of any medical conditions or additional needs your child has which we should be aware of such as allergies, medication(s), major or minor illnesses, behavioural, learning difficulties or family circumstances. Also state your child's dietary requirements below:	

Booking Information *(tick days you require)*

After School Club Start Date _____ Mon Tue Wed Thu Fri

Consent

I have read and agree to the terms and conditions of Granary Kids *(please tick)*

Parent/Carer Signature _____ Print Name _____

Date _____

GRANARY KIDS TERMS & CONDITIONS

General

1. GRANARY KIDS carries a valid public liability insurance certificate.
2. Every effort will be made to ensure the safety of the children attending GRANARY KIDS. *However should any accident or injury occur which is the result of your child disregarding advice or instructions, GRANARY KIDS cannot be reasonably held responsible.*
3. Staff will not allow your child to leave the club with any person other than their parent/carer or authorised person. Parents are required to inform the club of any changes in writing.
4. Authorisation of any trip by GRANARY KIDS will be notified to parents/carers in writing.
5. Your child's photograph may be taken and used in promotional material to publicise GRANARY KIDS. You are requested to inform the club if you do not wish your child to be included in any promotional material.
6. **One month's written notice** is required when a child is withdrawn from GRANARY KIDS. Failure to give the required written notice breaches the contract and may result in the club taking the necessary legal action to recoup fees.
7. If your child does not attend the club or you withdraw your child from the club **for any reason** without one month's written notice, you will be required to pay fees until the notice period is ended.
8. One month's written notice is required if you wish to reduce your child's days in the club.
9. If your child has been withdrawn from the club but you wish to reinstate him/her at another date, the registration process will need to be repeated.
10. Refunds or days in lieu of non-attendance are not granted.
11. By signing this consent, parents are agreeing to collect their child(ren) on time.
12. If a child is not collected on time parents will be charged £5 for every five minutes and monies will be paid to the staff for overtime.
13. Staff are required to adhere to the 'Failure to Collect' Policy.

Fees

14. A £100 refundable deposit is payable for new children (only one payment is required for a family) joining the club. Children who have been stopped from attending the club are required to pay the £100 refundable deposit in order to be reinstated to the club. The refundable deposit will be returned on the child's final day and on receipt of one month's written notice. The refundable deposit will be forfeited if fees remain unpaid following reminders that lead to a child being stopped from attending the club.
15. £10 non-refundable registration fee is payable for each child joining the club.
16. Fees are payable on the 1st day of each month. Notification for payment will be sent electronically 7 to 10 days prior to the fee date each month. A balance of account is available on request.
17. In the event of fees not being paid within seven days of due date, a reminder will be sent requesting payment.
18. Failure to make payment within 10 days of the due date will result in a final reminder stating the date your child will be stopped from attending the club. Senior leadership of the school may also be informed.
19. A non-payment letter will be sent requesting full payment by a specified date. Failure to make payment by the date specified will result in the company charging a £25.00 administrative non-payment fee which is payable before your child can re-join the club. Failure to make payment will result in the company taking the necessary steps to instruct a debt collection agency to recoup the company's outstanding fees, legal costs and administrative costs incurred by the debt collection agency.
20. Discount for siblings attending GRANARY KIDS and is applicable to the same or lesser fee.
21. Fees are payable if your child is absent due to sickness or missed days.
22. Staff are not permitted to accept cash from a parent for payment of fees without prior permission.

Medication and Medical Attention

23. In the event of an accident or injury requiring hospital treatment GRANARY KIDS we will ensure your child is taken to the nearest hospital; every effort will be made to contact you as soon as possible; and where you cannot be contacted you give permission for GRANARY KIDS to authorise urgent medical treatment to be given on your behalf.
24. GRANARY KIDS is not authorised to administer over the counter medicines to children in the club at any time.
25. Child(ren) with asthma or severe allergies that EpiPen will be required to provide the club with spare medication which will be kept on the premises at all times.
26. Prescribed medication can be administered. You will be required to sign a medical consent form available from GRANARY KIDS. Verbal instruction from a parent will not be acted upon.
27. All medication needs to be clearly marked with the child's name when handed to the club supervisor.

Behaviour

28. To ensure the safety and well being of children at GRANARY KIDS behaviour guidelines are followed. A positive approach to discipline is taken by GRANARY KIDS staff and does not include any form of physical punishment.
29. If your child displays severe behavioural difficulties or has a severe disruptive effect on the group, GRANARY KIDS reserves the right to withdraw your child from the club.

Collection of children

30. After school club reception children will be collected from their classroom.

Valuables

31. Parents are asked not to allow their child(ren) to bring into the club any valuable possessions as the club cannot accept responsibility for any lost, stolen or damaged items.

Unforeseen Closures

32. GRANARY KIDS is committed to staying open during term. However in instances where the school makes the decision to close the school due to natural disasters, inclement weather, teacher strikes, local or national security or for any other reason, the club will also be forced to close. In such events the club is unable to refund parents but will endeavour to substitute days where possible.