



Registration Form – To Be Returned to Club

Child's Details

Name:	Year Group:	Date of Birth:
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Parent/Carer's Details (Please provide details for two people if possible):

Name:	Name:
Home Address:	Home Address:
Telephone Number:	Telephone Number:
Work Address:	Work Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Mobile Number:	Mobile Number:

Alternative Emergency Contact Details (please provide details of at least one other person we can phone if we are not able to contact you):

Name:	Relationship to Child:	Mobile Number:
Address		Other Telephone Number(s):

Name:	Relationship to Child:	Mobile Number:
Address		Other Telephone Number(s):

Details of Child's Doctor

Name of Doctor:	
Address of Surgery:	Telephone Number:

About Your Child

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any allergies:
Please detail any dietary requirements:
Any additional information:

I give permission for a member of staff to administer appropriate first aid if required.

I give permission for a member of staff to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.

Signed:

Date:

- I consent to my child attending Radford Semele Out of Hours School Club. I understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child may no longer be able to attend the club.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child is delivered/collected for breakfast/after school club he/she will be in the care of the staff until collected by a 'named' responsible adult.
- I accept that whilst at the club my child may get involved in messy activities.
- I understand that staff cannot be held responsible for any lost or stolen items.
- I understand that should there be any incidents at club involving my child, I will be informed of the situation.
- I understand that the club's policies and procedures and agree to abide by them.
- I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection requirements.
- I confirm that the information given on this form is correct and agree to notify the club of any changes in detail.
- I have read and, in signing this form, accept the above conditions for my child attending the breakfast/after school club.
- I give permission for the named child to:
 - Play in the school grounds with supervision
 - Have their face painted
 - Take part in individual and group photos
 - For photos to be used in club promotional materials

Comments & Feedback

- Please speak with Rachel Reynolds, Circles Manager, or alternatively you can email her at Reynolds.r@welearn365.com
- If you have a complaint, please speak to Rachel Reynolds as outlined above, or refer to our complaint's procedure.

Loss or Damage to Property

Whilst every care will be taken of property, Radford Semele Out of Hours School Club cannot be held responsible for the loss of or damage to children's property. Parents should ensure that their children take care of their personal belongings.

Signed: Date:

Name: