



OAKFIELD PRIMARY SCHOOL

Sylvia Crescent, Totton, Southampton SO40 3LN

Telephone: 023 8086 2530 Fax: 023 8086 1948

Email: admin@oakfield.hants.sch.uk

Head Teacher: Mrs. Elizabeth Smith, B.A. (Hons) M.A. Ed

Deputy Head Teacher: Mrs Carolyn Wilkinson B.Sc (Hons) PGCE

REGISTRATION FORM

Date of registration

Basic Details:

Child's name:

Known as:

Date of birth:

Gender:

School Year:

Parents who the child lives with:

1.

Does this parent have parental responsibility? Yes/No (delete as appropriate)

2.

Does this parent have parental responsibility? Yes/No (delete as appropriate)

Address:

.....

..... Postcode

Home Telephone Number:

Mobile number for parent 1:

Mobile number for parent 2:

Work/Day time number for parent 1:

Work/Day time number for parent 2:



Other emergency contact details

Two different people than those already named. By giving these details you will also be authorising these people to collect your child (must be over 16 years of age).

1. Name:

Address:

..... Postcode

Daytime contact: Mobile:

Relationship to the child:

2. Name:

Address:

..... Postcode

Daytime contact: Mobile:

Relationship to the child:

Personal details of child

Does your child have any Allergies, special dietary needs or preferences? Yes/No (delete as appropriate)

If yes please specify below in detail.

Date you would like to start:

Please state the sessions you require: (please circle)

Breakfast Club: Monday Tuesday Wednesday Thursday Friday

After School Club: Monday Tuesday Wednesday Thursday Friday

Regular or Casual Basis: Regular Casual

Holiday Care: Yes/No

Declaration:

I confirm that all the information I have given about the named child is correct and accurate at the time of completing this Registration form. I agree to keep Oakfield Breakfast and After-school club up to date with any changes with regard to my child:

Name:

Relationship to child:

Signature: Date:

Supervisors Signature: Date:

Print Name:

The page has been left blank intentionally

Terms and Conditions Contract of Care

Name of Child/Children:

Registration

In compliance with Oakfield Primary School Ofsted Childcare Registration, we will require all children to be signed in and out of the premises by a parent/guardian/carer.

Property

My child is responsible for all of his/her belongings that they bring into the club. I will not hold the school responsible for damage or loss of my child's/ren's property.

As a responsible parent/carer, I shall provide the appropriate clothing and protective accessories i.e. sun cream, waterproofs for all weathers.

Health Declaration

I shall not let my child attend Breakfast or After-school Club if they have a temperature above normal, or show symptoms of any rash, vomiting or diarrhoea. My child will not attend Club until 48 hrs, after the last symptoms of sickness which falls in line with Oakfield Primary School's Health and Safety Policy. Should my child become ill during the session I will be contacted by a member of staff to arrange immediate collection.

I understand that should my child require urgent medical attention, every possible effort will be made to contact myself or partner, however if I/we cannot be contacted I/we give full permission for the school to make suitable arrangements with the emergency services to transport my child to seek medical attention along with a member of the school staff. Once medical staff arrive they will be entirely responsible for my/our child's care and treatment which may result to medical interventions that is required i.e. urgent operations or other procedures.

Closure

In the event of bad weather no charge will be made if the Club is closed. School closures will be put on the school website and parentmail will be sent out.

Payment Declaration and Additional Fees

I agree to pay my fees before, or on the day of use. If I fail to settle my account in fully by the due date I acknowledge that I will pay an extra £20 penalty charge.

I agree to pay for, in full, all booked sessions. Failure to do this may result in my child's/ren's place being withdrawn until all debts are paid.

Booked sessions are not interchangeable, without prior agreement (48 hours notice required).

I will notify you 48 hours in advanced of any/all booked sessions that I wish to cancel. By not doing so will result in full session charges. Unless 48 hours notice of cancellation of a session due to illness is given again the full charges will be applied.

I understand that I am late collecting my child/ren after the advertised closure time I will be charged a £5.00 late fine plus extra costs of £1.00 for every additional minute, per child. This charge maybe waived in exceptional circumstances. However, should I be unavoidably delayed I will do my best to inform that Club. I understand that two members of staff will be required to stay with my child/ren until I, or a nominated contact can arrive. I understand that this will only be accepted on rare occasions.

Whenever possible places should be pre-booked at least 48 hours before the session required. Sessions may be booked on the day if places are available.

I agree to the additional cost of £20.00 if a cheque is returned from the bank due to insufficient funds.

Breakfast and After School Club may be subject to a yearly price increase, which I agree to pay. This increase will be on our newsletters and shown on our website prior to the increase taking place.

Should I require additional copies of invoices or a statement to present to HMRC for tax credit purposes or for personal records, I agree to pay administration fees of £25.00.

As a casual booker, I agree to pay for each session, either prior or on the day of attendance. Failing to do so will result in an invoice being produced with an additional admin charge of £5.00.

I agree to pay in advance, in full, for any holiday/inset sessions in order to guarantee my child/ren's place.

Payments can be made either by vouchers, BACS, Cheques (made out to Hampshire County Council) or cash.

I have received a copy of the Clubs parents pack, completed and returned my registration form with contact numbers. I agree to make known to the Supervisor any changes or information relating to my child/ren.

I will abide by the Policies and Procedures of Oakfield Primary School.

Signed **Date**

Please print name

Contact number

This copy is to be retained by the parent/carer for information

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Signed **Date**

Please print name

Contact number

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