

### Out of School Club Registration Form

#### Child's Details

Full name	
Known as	
Date of Birth	
Home Address (including postcode)	
Ethnic origin	
Language spoken at home	

**Parent/Carer Details, please complete in order of preference you wish to be contacted and please indicate who your child normally lives with.**

Contact Name 1		Contact Name 2	
Relationship to child		Relationship to child	
Home tel. no.		Home tel. no.	
Mobile number		Mobile number	
Work telephone no.		Work telephone no.	
Workplace		Workplace	
Occupation		Occupation	
Hours of work		Hours of work	
Email address		Email address	
We may occasionally contact you via email for marketing purposes. If you do NOT wish to receive these emails please tick the box. (We will never pass your details to a third party). <div style="text-align: right;"><input type="checkbox"/></div>		We may occasionally contact you via email for marketing purposes. If you do NOT wish to receive these emails please tick the box. (We will never pass your details to a third party). <div style="text-align: right;"><input type="checkbox"/></div>	

Please write below the full names of those who have **parental** responsibility for the child.

\_\_\_\_\_

If applicable, please write below the full names of those have **legal** contact with the child.

\_\_\_\_\_

### Emergency Contact Details

**NB. This must be someone other than the main carers. We will always attempt to contact main carers first but it is essential that we have another person to contact in an emergency.**

Name	
Known to child as	
Relationship to child	
Address	
Mobile number	

Please provide a password to be used in case anyone other than the main carer is to collect your child.

**Collection Password:**

### Medical Information

Name of doctor	
Name of surgery	
Doctor's telephone number	
Is your child on any permanent medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the name of the medication and the reason it is needed. (If the medication will need to be administered at Davidson Roberts Ltd Out of School Club we will need you to fill in a medication form each day. Please speak to one of the team about this).	
Does your child have any allergies or food intolerances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details of the allergy and treatment required.	
Please give details of any specific dietary requirements that your child has (aside from allergies/intolerances detailed above)?	
Does your child have any other medical or additional needs that we need to be aware of whilst they are attending Davidson Roberts Out of School Club?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give as much detail as possible (continue on a separate sheet if necessary).	

### Emergency Treatment

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment in the case of an emergency whilst they are at Davidson Roberts Out of School Club or on an authorised outing, please complete and sign the form below.

Full name of child	Date of birth
Name of Parent/guardian	
1.	2.

Please give details of any emergency medical procedures that are prohibited for family, cultural or religious reasons?

#### Declaration for Emergencies (Please complete and sign)

I agree to the registered person in Davidson Roberts Out of School Club (or other authorised staff) taking the necessary steps to ensure that my child \_\_\_\_\_ (name of child) receives the best and most appropriate care and attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the registered person (or other authorised staff) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child \_\_\_\_\_ (***name of child***) to hospital in the case of a serious accident in my absence. I give my permission for the registered person in charge (or other authorised staff) to authorise hospital staff to administer essential treatment until my arrival.

Signed by parent / guardian	
1.	2.
Date:	Date:

If you do not agree with any or all of the above declaration, please do not sign it but please add your views to a separate sheet of paper and sign the form below. The registered person in charge of Davidson Roberts Out of School Club will then discuss this with you and do their best to accommodate your particular wishes.

**I do not agree with the declaration and have supplied a copy of the procedure I would like to be followed.**

Signed by parent / guardian	
1.	2.
Date:	Date:

**Additional Information**

Has a Common Assessment Framework (CAF) been completed for your child?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are any other services involved with your child/family?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there any information regarding the above that we need to know in order to care for your children. ( Please give details here and continue on a separate sheet if necessary)				
Signed				

**Permission – Please delete each section to reflect your wishes and sign each one.**

<b>Head lice</b>  Please indicate whether you are happy for staff to check your child's hair if it is deemed necessary.	<p><b>I do/do not give permission for staff to check your child's hair if head lice are suspected.</b></p> <p>Signed:</p>
<b>Photography</b>  We like to take photographs of the children doing various activities. These may be used in promotional literature, newspapers and on the website/company social media platforms.	<p><b>I do/do not give permission for photographs to be taken of my child and for them to be used in this manner.</b></p> <p>Signed:</p>
<b>Sun Cream</b>  When it is hot, it is essential that the children wear sun screen to prevent them from burning. We will provide a reputable, water resistant brand with a factor of 40 or you may provide your own (this must be labelled). We require your permission to apply sun screen to your child whether it is provided by us or yourself.	<p><b>I do/do not give permission for sunscreen to be applied to my child.</b></p> <p><b>I will/will not be supplying sun screen.</b></p> <p>Signed:</p>
<b>Face Paint</b>  There may be occasions where your child will be given the opportunity to have their faces painted (eg Halloween). Due to the ingredients in face paints we need to ask you to give us permission for their use.	<p><b>I do/do not give permission for face paints to be used on my child.</b></p> <p>Signed:</p>
<b>Plasters</b>  Please inform us if your child is allergic to plasters in the allergies section on this form.	<p><b>I do/do not give permission for the club to use plasters on my child as needed.</b></p>



## **Davidson Roberts Limited Out of School Club Contract**

### **Hours and Fees**

See Appendix 1 for fees

Davidson Roberts Limited Out of School Club works on a pay as you go system therefore you only pay for the hours you need. At Davidson Roberts Limited Out of School Club we ask for a minimum of **24 hours** notice if you wish to cancel a session or book additional sessions. If you do not let us know about the cancellation you will still be charged for the session.

Fees are payable on or before the 15<sup>th</sup> of every month. Davidson Roberts Limited Out of School Club will email or deliver the invoices approximately one week before the due date for the previous month. Your Davidson Roberts Limited Out of School Club invoice will be billed in arrears and any extra sessions to the normal booked sessions will also be billed in arrears.

If payment has not been received by the 15<sup>th</sup> of each month then a charge of £25.00 will be added. In the event of a cheque being returned uncleared/unpaid a £10.00 admin charge will be added.

If the fees remain unpaid for a period of two months or more we would have no option but to consider refusal of admission into Davidson Roberts Limited Out of School Club. We rely on prompt payment of fees to maintain the high levels of care at Davidson Roberts Limited Out of School Club. We reserve the right to terminate this contract at any time without prior warning or notice.

### **Collection Times and Procedures**

Children must be dropped off on or after 7.30am and collected before the collection time of 18.00 hours.

It is important that you do not bring your child in earlier or pick them up later than the times agreed between yourselves and Davidson Roberts Limited Out of School Club. We require to be informed of the sessions before your child attends to ensure we are within adult: child ratio and comply with the Welfare Requirements set by OFSTED; this is to ensure your child's safety and to meet the requirements of our insurance.

A charge will be payable for late collection of your child/ren; this will be £5.00 per 5 minutes and will be added to your monthly bill.

Davidson Roberts Limited Out of School Club must be informed if anyone other than yourself is to be collecting your child. Please bring in and introduce new carers if possible or ask them to provide I.D and a password. We keep a daily register and your child will have to be signed in and out of Davidson Roberts Limited Out of School Club by the parent/carer dropping off and collecting. A member of staff from Davidson Roberts Limited Out of School Club will sign your child out on the register before taking them to school and will sign your child into Davidson Roberts Limited Out of School Club after school pick up.

**Once signed out of Davidson Roberts Limited Out of School Club your child becomes your responsibility.**

### **Meals**

Parents must inform of us any allergies or any special dietary requirements on the registration form provided.

### **Change of circumstances**

Please can you keep us informed of any changes of address, telephone numbers, place of work, e-mail addresses as well as any dietary or medical information so that we can keep our records up to date and be able to contact you in case of an emergency.

### **Sickness**

If your child is ill or has an infectious disease we ask, for the health and welfare of all the children and staff attending Davidson Roberts Limited Out of School Club that you do not bring them in. In the event of illness occurring whilst the child is at Davidson Roberts Limited Out of School Club we will contact you so you can come and collect them. If your child becomes ill during the school day and is sent home you will still be charged for the Davidson Roberts Limited Out of School Club session.

**We cannot re-admit a child until 48hrs have passed with no signs of sickness or diarrhoea. Any period of sickness will be charged for in full.**

### **Medicines**

Should you require us to administer any prescribed medicines to your child could you please place the medication in a clearly marked bag. You will be asked to sign a medicine sheet on arrival.

**Please note: without prior written consent we will not be able to administer medication. All medication must be in the original packaging. Prescribed medication must be provided**

**in the original container as dispensed by a pharmacist and include the pharmacists instructions.** If a child refuses to take medicine as agreed by staff and parents, then the parent(s) will be telephoned and asked whether they would rather come and administer the medication or whether to defer the dose until later on in the day at home. You will be required to sign a medicine sheet on arrival at Davidson Roberts Limited Out of School Club. We reserve the right to send any child home if senior staff feels that the child is not well enough to attend Davidson Roberts Limited Out of School Club.

### **Accidents**

Should your child be hurt whilst on the Davidson Roberts Limited Out of School Club premises either by another child or through falling or bumping themselves, an entry in this respect will be made in the accident book. If your child bumps their head there will be an additional form and guidance and sent home. You will be asked to sign the entry in the book as confirmation that you have been advised of the accident. Should your child arrive at Davidson Roberts Limited Out of School Club with any unusual bruising or other injury that we do not already know about, you will be asked to fill in our existing injury book. Please draw any accident to the attention of a member of staff.

### **Discipline**

Our aim is to teach the children the difference between right and wrong, to encourage socially acceptable behaviour and to discourage socially unacceptable behaviour. We believe that children should be polite, considerate and respectful of others and their property. In order to achieve this our policy is to constantly reinforce good behaviour with praise and attention.

### **Misbehaviour**

Our solution is for a member of staff to remove the child from the situation and discuss the actions of the child and possible implications of the behaviour exhibited. Depending on the severity of their behaviour you will be notified and a record will be kept in our incident book. It is not advisable to punish your child after leaving Davidson Roberts Limited Out of School Club. We have a responsibility to the children in our care to keep them safe from harm. We have a responsibility to report any injuries that are not adequately explained or if any allegations are made. The Davidson Roberts Limited Out of School Club designated Child Protection Officer will follow the Local Authorities Safeguarding procedures for Early Years and childcare settings.

### **Safeguarding**

We have a responsibility to the children in our care to keep them safe from harm. We have a responsibility to report any injuries that are not adequately explained or if any allegations are made. The Davidson Roberts Out of School Club designated child protection officer will follow the LSCB procedure for Early Years and Childcare Settings. Our Safeguarding policy now includes the 2015 update regarding Prevent Duty and is available to be viewed.

### **Equal Opportunities**

Davidson Roberts Limited Out of School Club is open to all children regardless of colour, creed, race, culture, ability or disability. Please ask to see our Equal Opportunity Policy for further information.

### **Special Educational Needs**

Davidson Roberts Limited Out of School Club provides care for all children with special educational needs. The club has adopted the 5-stage module of special educational needs. The special educational needs co-ordinator is responsible for assessment and provision. Please ask to see our Special Educational Needs policy. The special educational needs co-ordinator (SENCO) will be available for you to make an appointment should you feel that your child is experiencing problems.

### **Staff**

All staff employed at Davidson Roberts Limited Out of School Club undergoes checks with Disclosure and Barring Service (DBS) and are registered with OFSTED. All staff hold a qualification in childcare, are undergoing training, or are experienced in the care of children.

**The management reserve the right to change the contract conditions at any time.**

**There will be 2 months notice of any such change.**

**I HAVE READ AND I ACCEPT THE TERMS  
AND CONDITIONS OF THIS CONTRACT**

Signed \_\_\_\_\_  
(Parent/Carer)

Date \_\_\_\_\_

**On behalf of Davidson Roberts Limited Out  
of School Club**

Signed \_\_\_\_\_

Position

\_\_\_\_\_

Date

\_\_\_\_\_