

Charley's Childcare Brackenwood
Brackenwood Junior School
Norbury Avenue
Bebington
CH63 2HH

REGISTRATION FORM

Details about your Child

Child's Full Name: _____

Preferred Name: _____

D.O.B _____

Parental Information

Name 1 : _____

Relationship _____

Occupation: _____

Daytime Address: _____

Mobile No: _____

Work No: _____

Email Address: _____

Name 2: _____

Relationship _____

Occupation: _____

Daytime Address: _____

Mobile No: _____

Work No: _____

Email Address: _____

Are there any other contact restrictions? Yes No

If Yes please provide details _____

Other Emergency Contacts - Must be different from above (Minimum 1 Person)

Name: _____

Relationship _____

Contact Number: _____

Name: _____

Relationship _____

Contact Number: _____

I give the following people permission to collect my child (Must be over 16 years old)

Name	Relationship	Contact Details

Please provide a Secret Password for collection for the above persons: _____

Any other relevant information _____

 _____ + _____

	Morning Session	Afternoon Session	Holidays
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Sessions Required

Please indicate in the table below the Sessions you require for your child/ren (tick all that apply)

Medical Information

Doctors Name: _____

Surgery address _____

Surgery phone number _____

Allergies/medical conditions: _____

Specific Dietary Requirements: _____

Medication (please list any medication your child takes regularly and the dosage)

Medication	Dosage	Do they Self-Administer?

If your child has learning difficulties/disabilities or requires extra assistance please list here _____

Any other relevant medical information we may need to be aware of:

Consent**Photographs**

From time to time we may take photographs of the children, we may use these images:-

- Within the club or for monitoring purposes.
- Displays within the setting.

Due to the Protection Act 1998, we need your permission before we can photograph your child.

I consent to the use images taken during my child's time at Charley's Childcare

Yes/ No (Delete as appropriate)

Signed _____ Date _____

Medical Advice or Treatment

I consent to Charley's Childcare to seek any necessary medical advice or treatment. I consent to Charley's Childcare administering first aid as required to my child.

Yes/ No (Delete as appropriate)

Signed _____ Date _____

Off site visits.

I give permission for my child to take part in local outings i.e, local park

Yes/ No (Delete as appropriate)

Signed _____ Date _____

Sun Protection

I give permission to apply sun cream as necessary. I will also provide sun hat, water bottle and suncream during the hot weather

Yes/ No (Delete as appropriate)

Signed _____ Date _____

Terms and conditions

I(Parent/ Guardian) understand that I must continue to pay for my space at Charley's Childcare unless one months notice is given to permanently cancel.

- Bookings must be made and paid for in advance. Bookings can only be made on the day in exceptional circumstances.
- Children who are ill cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at the Club, staff will contact you to collect your child.
- You must inform Charley's Childcare if anyone else, other than those listed on the authorised person list will be collecting your child.
- You must inform Charley's Childcare if your child will not be attending the session they're booked in for.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply.
 - Parents who are late collecting their child will incur a charge of £1.00 per minute, except in exceptional recognised circumstances. Any child left for more than 30minutes will result in the relevant parties being informed.
 - Persistent late pick up may lead to a termination of place
- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected at the end of their time at the after school club.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non prescription drugs and no children should be in possession of them.
- Parents should park on the road and use the main entrance for Brackenwood Junior School when collecting their child / children from the club, NOT the staff car park, or any other entrance to the school
- Parents must inform the Club of any change of address or contact phone numbers.
- All children attending breakfast or afterschool club are expected to maintain the School Values and ensure outstanding behaviour is maintained at all times. Any discipline matters will be brought to the attention of the parents by the Club Supervisor. If the problem cannot be resolved then the child may be asked to leave the Club.

Declaration

I have read, and I agree with the Terms and Conditions stated above:

Signed _____ Date _____