

AFTER SCHOOL CLUB



REGISTRATION FORM

Website: www.readingplay.co.uk
Email: reading.play@reading.gov.uk



Reading
Borough Council
Working better with you

OUR AFTER SCHOOL CLUBS



Coley Park After School Club:

Address: Coley Park Community Centre
Wensley Road
Reading
RG1 6DW

Contact number (after 2:30pm): 07803 454 966

OfSTED Registration Number: EY245927

South Reading After School Club:

Address: Whitley Park Infant School
Brixham Road Entrance
Whitley
Reading
RG2 7RB

Contact number (after 2:30pm): 0118 937 5567

OfSTED Registration Number: EY311574



Waterloo Meadows After School Club:

Address: Waterloo Meadows Play Centre
Elgar Road North
Reading
RG2 0BN

Contact number (after 2:30pm): 0784 127 1913

OfSTED Registration Number: 955484

CHILD REGISTRATION DETAILS

I would like to enrol my child at **COLEY PARK / SOUTH READING / WATERLOO MEADOWS ASC.**

Name of child

Child prefers to be called

Date of Birth..... Age Male Female (Please tick)

Child's School

PARENT/GUARDIAN/CARER'S HOME DETAILS

Name of Parent/Guardian/s - please include your first name/s

.....

Home address of Parent/Guardian

.....

Post CodeHome contact number

Email address

Mobile number of Guardian/Mother/Father

WORK DETAILS ONE

Mother Father Guardian Partner Carer (please tick)

Contact address during working hours
.....

Time/Days

Contact telephone numbers.....

WORK DETAILS TWO

Mother Father Guardian Partner Carer (please tick)

Contact address during working hours
.....

Time/Days

Contact telephone numbers.....

EMERGENCY CONTACT DETAILS

This should be someone who can collect your child in your absence. This could be in the form of a friend/relative or neighbour etc.

Name Relation to Child.....

Address
.....

Contact telephone number

COLLECTION OF YOUR CHILD (WHEN THE AFTER SCHOOL CLUB FINISHES)

Please add below the name/s of additional adults who may be collecting your child/ren - must be over 16 years of age

1. Name Relation to child/ren

2. Name Relation to child/ren

3. Name Relation to child/ren

EMERGENCY MEDICAL TREATMENT - Important, please read and sign the statement below.

I consent to any emergency medical treatment necessary during the running of the After School Club. I therefore authorise the Site Leader/Deputy to sign on my behalf any written form of consent required by hospital authorities, should the delay required to obtain my signature be considered likely to endanger my child's health and safety.

I do / do not give my consent - Signature.....

If you do not give consent, please give an alternative instruction.....
.....

DOCTORS DETAILS

Doctor's name

Doctor's address

Doctor's telephone number

SPECIAL NEEDS / MEDICAL CONDITIONS / ALLERGIES ETC

We ask this question so that we can plan our activities and meals around the needs of the children at the After School Club.

Does your child have/ need any of the following? Please tick the yes or no box for each question.

- | | | |
|--|------------------------------|-----------------------------|
| A Disability or Special Need | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Special diet | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Medical condition | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Known allergies | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Need medication given during After School Club hours | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Receives 1:1 help at school | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

IF YOUR ANSWER IS YES TO ANY OF THESE QUESTIONS THE DETAILS MUST BE COMPLETED BELOW

SPECIAL NEEDS/MEDICAL CONDITION/ALLERGY RECORD

Please complete this section if you have answered YES to any of the questions above. If you have any further information on your child that you feel would help the staff on site, please attach this to the form.

In completing and providing as much information as possible regarding your child helps the staff on site to meet your child's needs.

Current Condition or illness

.....

Please give as much information as possible regarding your child's medical /special needs /dietary needs/allergies etc

.....
.....
.....

Procedures we need to be aware of in the unlikely event of an emergency

.....

Details regarding your child's 1:1 /assistance from NTA / Special education needs

.....

Prescribed medicine

Staff can only administer medication that has been prescribed by that child's doctor or hospital, for instance antibiotics for an ear infection, medicines to control Epilepsy, inhalers for asthma, lotions for eczema or other medications for similar cases. All medicines of this nature will have POM (Prescription only medicine) on the box and medicine. These medicines by law need to be in the original box with the label on and instructions attached. The dosage should be only that which is prescribed. The batch number of the medicine should be checked with the box batch number and expiry date to confirm. Record this on the forms.

Medical Declaration

I have given as much detail as I am able, to aid the staff at the After School Club in order to meet my child's needs. I understand that my child cannot be provided with a 1:1 ratio, as well as Reading Play's policy on administering prescribed medication. **Should my child require medication, I will give staff full details, and fill out the relevant forms. I agree to update staff should any of the given information change i.e. address/phone.**

Signature Date

CHILD INFORMATION

- 1. Do you give consent for your child being away from the After School Club under supervision, to visit places within walking distance such as parks, libraries etc.? Yes No
- 2. Would you be willing for your child to have his/her photograph taken on site, which may be used in newsletters, posters, the website etc. for publicity purposes? Yes No
- 3. Do you give consent for your child to have his/her face painted if this activity is run at the club? Yes No
- 4. Do you give consent for your child to have a temporary tattoo (henna) if this activity is run at the club? Yes No
- 5. Do you give consent for your child to have nail art / varnish if this activity is run at the club? Yes No
- 6. Do you give consent for your child to be given sweets and/or party food on special occasions (birthdays etc.)? Yes No

COLLECTION OF YOUR CHILD (FROM SCHOOL TO AFTER SCHOOL CLUB)

Please collect my child from School.

My child is currently in class

Date my child care to start

Or

Child being dropped off at the After School Club from School.

By

ETHNICITY MONITORING (OPTIONAL)

We ask this to enable us to monitor the effectiveness of our equal opportunities policy.

Please tick, which best describes your child, this is optional and is only used for monitoring purposes.

A. Black - UK

G. Chinese

B. Black - African

H. White - UK

C. Black - Caribbean

I. White - European

D. Indian

J. Irish

E. Pakistani

K. Mixed Parentage

F. Bangladeshi

L. Other (please state)

AFTER SCHOOL CLUB - TERMS AND CONDITIONS

1. Coley Park, South Reading, and Waterloo Meadows After School Clubs (hereinafter called "the After School Club") are Ofsted registered childcare facilities offering after school care for either Short Sessions (without meals between the hours from 3.00 p.m. to 5.00 p.m. ("Short Sessions") or Long Sessions (with meals) between the hours 3.00 p.m. to 6.00 p.m. ("Long Sessions") from Mondays to Fridays during school term time only.

2. Registration

2.1 You will need to complete and return the Registration Form prior to the commencement of your child's placement with the After School Club. The After School Club is unable to provide after school care to your child without this document.

2.2 You must submit the Booking Sheet within the first week of each new school term/half term identifying your after school care requirements for that term/half term. If your child's placement starts after the first week of the new school term then you must submit the Booking Sheet within a week of the start date of your child's placement.

3. Collection

3.1 A member of staff will collect and escort your child from the school identified in the Registration Form to the After School Club on foot or in the case of an emergency by such other method of transportation as deemed appropriate by the After School Club in the circumstances. You acknowledge that it may not always be possible for the After School Club to seek your prior consent to any proposed alternative method of transportation in an emergency.

3.2 It is your responsibility to notify your child's school that he/she will be collected by the After School Club prior to the commencement of the relevant school term/half term. If you fail to do so, the school will may not allow your child to be collected by the After School Club. In such circumstances, you will remain liable to pay the After School Club for the booked session.

3.3 You will arrange for your child to be collected from the After School Club at the end of the Short Sessions by 5.00 p.m. or Long Sessions by 6.00 p.m. promptly. If you are unable to collect your child yourself you will notify the After School Club of this before 1.30 p.m. on the same date and provide the details of the person(s) identified in the Registration Form who will collect your child on your behalf.

3.4 The After School Club shall not be responsible for collecting your child before or after your child's normal school collection time as identified in the Registration Form unless this has been agreed between the parties at least 7 days before the relevant date of collection. For the avoidance of doubt, you will still be charged for booked sessions your child cannot attend because of early or late return times from school trips, school activities continuing beyond the normal school collection time, early school closures and any school inset dates (subject to clause 4.9).

3.5 If your child cannot attend the After School Club for any reason whatsoever you must give the After School Club notice of this before 1.30 p.m. on the date of their non-attendance. You will still be charged for this session. (Messages of non-attendance can be left at 01189372636 or 01189372632 or the individual club contact numbers.)

4. Fees

4.1 The After School Club Fees for the Short Sessions and Long Sessions are identified in the Schedule of Fees attached to this Agreement.

4.2 The After School Club reserves the right to review the Schedule of Fees each year and alter the times and provisions of any sessions. Any revised fee shall be payable from the April following any such review in the relevant year. You will be informed of any changes made to the service.

- 4.3 Late Collection Fees are payable and identified in the Schedule of Late Collection Fees attached to this Agreement.
- 4.4 Fees are payable in full in advance on a half termly basis, the dates of which are identified in the relevant Booking Sheet.
- 4.5 Fees must be paid in full to the After School Club within 21 days of receipt of an invoice.
- 4.6 We accept payment by the following methods:
- 4.6.1 Via voucher by this method we must receive a remittance slip telling us when the payment is expected.
 - 4.6.2 Via cash, postal order or cheque (made payable to “Reading Borough Council”).
 - 4.6.3 Via online payment method (with child/ren’s name as reference):
https://www.civicaepay.co.uk/Reading/Webpay_Public/Webpay/Default.aspx
 - 4.6.4 You must notify the After School Club of any changes to your voucher provider within 7 days of the date of the change.
- 4.7 You shall make all payments due to the After School Club without any deductions whether by way of set-off, counterclaim, discount, abatement or otherwise unless you have a valid court order requiring an amount equal to such deduction to be paid by the After School Club to you.
- 4.8 The After School Club reserves the right to suspend the collection of your child in the event of any late payments under clause 4.4 or 4.5 until the outstanding balance is paid in full.
- 4.9 All booked sessions identified in the Booking Sheet must be paid for, including school inset days unless you have not requested a service on the relevant school inset day(s) in your Booking Sheet. Should you wish to cancel any booked dates; you will still be charged for them. For the avoidance of doubt, the After School Club does not operate on public holidays.
- 4.10 Once the Booking Sheet is submitted the places cannot be cancelled or refunded. Additional days may be requested and shall be allocated subject to availability.

5. Cancellation

- 5.1 If you wish to cancel your child’s registration at the After School Club altogether, you are required to give 1 (one) week’s’ written notice to the After School Club.

6. Sickness

- 6.1 You agree to keep your child away from the After School Club if they have or develop an infectious illness or if advised to stay away from other children on medical grounds by a doctor. You will still be charged for any sessions identified in the Booking Sheet which your child cannot attend on grounds of sickness.

7. Anti-social behaviour

- 7.1 You agree to abide by the decisions made in accordance with the Council’s ‘Out of School Childcare: Behaviour Policy & Procedures’ by the After School Club regarding persistent bad or anti - social behaviour which is available at any Reading play provision on site or electronically by requesting this from reading.play@reading.gov.uk.

8. Change in circumstances

- 8.1 You agree to notify the Site Leader of any change in circumstance including but not limited to change of address, telephone number, and emergency contact numbers at the earliest opportunity.

9. Liability

- 9.1 We do not accept responsibility for any child whilst in your care or the care of any persons collecting them on your behalf from the After School Club.

9.2 We will make reasonable endeavors to keep your child's property in good order. Liability for damage of such property is excluded except where caused by negligence of the After Care Club's staff.

9.3 You understand that all relevant policies in connection with this service will be made available to you on request.

10. Safeguarding duties

10.1 You acknowledge that the staff at the After School Clubs are required to comply with local safeguarding policies and guidelines.

11. Declaration

11.1 You confirm that all the information provided by you in the Registration Form and Booking Sheet is complete and accurate, including the medical conditions/medication, allergies and other special needs.

12. Law

12.1 This Contract shall be governed by and construed in accordance with English law.

PARENT/GUARDIAN/CARER DECLARATION OF REGISTRATION

I have read all information provided and completed as much detail as possible the information required. I accept the authority's policy's on paying fees, fines and cancellation of sessions etc. I accept and understand to abide by all of the Terms and Conditions of registration provided.

Name: Your Signature:

Date: Relationship to child:

FEES SCHEDULE

SESSION	PRICE (PER SESSION)	SIBLING DISCOUNT RATE (PER SESSION)	DETAILS
Short	£7.00	£5.60	Short Sessions are sessions commencing at 3.00 p.m. and ending at 5.00 p.m. Light meal / snack not included.
Long	£10.00	£8.00	Long Sessions are sessions commencing at 3.00 p.m. and ending at 6.00 p.m. Light meal / snack included.

FINE SCHEDULE

The sibling discount rate applies to all siblings of the oldest child.

If you are late collecting a child, you will be charged a late collection fee as follows:

Short Sessions

Late collection at the end of a Short Session from any time between 5.00 p.m. to 6.00 p.m. will result in the session being charged as a Long Session at £10.00 per child. The fees set out at below shall apply to late collection after 6:00pm.

Long Sessions

£5.00 per child for late collection at the end of a Long Session between 6.00 p.m. and 6.15 p.m. If collection takes place after 6.15 p.m. the fees will go up by £5.00 per child for each additional 10 minute period.