**Please complete the Registration Form prior to your child attending the Before and After School Club.**

**Details of Terms and conditions:**

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Buckfastleigh Primary School.

3. Breakfast Club starts at 7.30am in the main building. The children will be escorted to their respective class base at 8.35 am, allowing them time to be in class and ready for the start of the school day.

4. The After School Club starts at 3.20pm. Children will be collected from their classrooms and taken to the After School Club base. A register will be taken.

5. Once registered, Children will be offered a range of indoor and outdoor games and activities. They will also be given a healthy snack and drink.

6. Children who attend a school extra-curricular club, until 4.15/4.30pm and who is due to attend the After-School Club, will go straight from their club to the After School Club or in the case of younger children, escorted by a member of staff.

7. Children need to be collected before 5:45pm. **Any late collection (after 5:45pm) will result in a fee of £10 minimum per child being applied to cover the additional staffing costs.**

8. We have an on-going commitment to providing a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Breakfast/After-school Club staff. If this is not resolved, please contact the school. If you are unable to resolve this issue, please follow the school’s complaint procedure.

9. I accept that I am the ‘contracting parent’ for my child and agree to make payments via the online booking system (ParentPay) **on or before the due date**. I understand that I risk not being able to use this facility if my account is in arrears.

10. I understand I can change or cancel sessions up to 24hrs notice prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.

11. I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.

12. I agree to keep all contact, medical, dietary and other information up to date with the School Office, as I understand this will be used by the Activity Club staff.

13. I understand that the clubs will not release my child to anyone else without prior authority, and the use of a password.

14. **I understand that the After-school Club closes at 5:45 p.m. I agree to collect my child, or arrange for another authorised person to do so, by these times. I understand that failure to do so will result in a minimum £10 penalty payment. This will be strictly applied.**

**Registration Form**

***(One form to be completed for each child)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Child details:** | | | | | |
| Name of child |  | | | | |
| Date Of Birth |  | | | | |
| Address |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Persons authorised to collect the child (must be over 16 years of age):** | | | | | |
| 1.Name |  | | | | |
| Contact Number |  | | | | |
| Relationship to child |  | | | | |
| 2.Name |  | | | | |
| Contact Number |  | | | | |
| Relationship to child |  | | | | |
| 3.Name |  | | | | |
| Contact Number |  | | | | |
| Relationship to child |  | | | | |
| Does your child have any dietary needs/allergies? | | | Yes | No | |
| Details |  | | | | |
| Does your child have any specific requirements or disabilities? | | | Yes | | No |
| Details  **If your child has a medical condition where medical intervention is prescribed and may need to be administered within the setting, a further medical form will need to be completed. Please contact the school office. admin@buckfastleigh.devon.sch.uk** |  | | | | |
| Security Password |  | | | | |
| I agree to the Terms and Conditions of Buckfastleigh’s Primary School Before and After School Club.  If there are any changes to the above information, I will inform the school. | | Signed: | | | |
| Date: | | | |