

W.A.S.P.S. After School Centre Registration Form

Child's name: _____

Date of birth _____ Class _____

Home address _____

Emergency contact details:

Parent/carer closest to After School Centre premises: _____

Mobile _____ Other tel no. _____

Email _____

Other parent/carer: _____

Mobile _____ Other tel no. _____

Email _____

If we are unable to contact either parent, please provide an emergency contact:

Name _____ Relationship to child _____

Mobile _____ Other tel no. _____

Email _____

Address _____

Name of child's Doctor _____

Address _____

Telephone number _____

Please provide any relevant medical information (e.g. allergies, medication, special needs)

Please provide any other personal information (e.g. likes / dislikes)

In the event of an emergency I consent to my child receiving medical treatment.

Parent's signature : _____

I give my permission for my child/children to walk from Upper and Middle Wasps to the Little WASPS Hall on the days they are booked into the After School Centre.

I will inform the After School Centre in advance if my child/ren will be late or not attending.

If my child is attending an after school club run by the school, I give my permission for my child/children to register at the After School Centre as soon as the relevant club has finished.

In the event of my child/children not arriving at the After School Centre, I understand the Centre staff will follow the Lost Child Policy.

Parent / carer signature _____ Date _____

Please state which day/days you would like your child/children to attend After School Centre:

Monday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		

**After School Centre
Terms and Conditions**

Application forms must be completed and returned before a child can be considered for a place. Reception children cannot be offered a place until the Headteacher is satisfied that they have settled into school and will usually be allowed to start at the beginning of **Term 2**.

Session Times (Term time only): 3.20pm - 5.30pm

Late pick-up from the After School Centre after 5.30pm will result in a fine.

Fees

Fees (£8.00 per session per pupil) are invoiced at the beginning of each term and are emailed home.

All sessions are chargeable except under the following circumstances:

- School visits
- School representation at concerts etc.
- School assemblies
- Term 1 – retainer of 50% to be paid whilst older sibling currently on register does not attend until younger sibling in Reception can join in Term 2

Credits will **not** be issued for any other absence. Unpaid fees will be referred to BANES debt collection if not settled following receipt of a reminder and the place terminated and offered to the next family on the waiting list.

Persistent cancellation of sessions for unspecified reasons, may result in the place being terminated and offered to the next family on the waiting list.

Termination/Cancellation of place

One calendar months' notice in writing to afterschoolclub@wasp-school.org.uk is required for any change in circumstances e.g. change of days required or termination of sessions.

Insurance

WASPS After School Centre is covered by the School's full and comprehensive insurance policy.

Accident Procedure

WASPS reserve the right to administer basic first aid and treatment where necessary.

Security

Under no circumstances will a child be allowed to leave the After School Centre with anyone unknown to the Manager unless previously arranged with him/her.

Acceptance of After School Centre Terms and Conditions (please return to School Office)

WASPS reserve the right to amend/update these terms and conditions at any time.

I confirm that I have read and agree to the above terms and conditions.

Signed (Parent/Guardian):Print name.....

Child(ren)'s name(s)..... Date:

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