

### After School Club Registration Form & Agreement

<u>Child's Forename</u>	<u>Child's Surname</u>
<u>Date of Birth:</u>	<u>Class Name:</u>
<u>Parent/Carers Name:</u>	<u>Parent/Carers Telephone Number:</u>
<u>Emergency Contacts Name:</u>	<u>Emergency Contacts Number:</u>
<u>Please tick to confirm that the school holds the correct contact details, and medical information for your child:</u> <input type="checkbox"/>	

\*I wish to apply for a daily rate of £5 ☐ (Please note if you wish to apply for the reduced rate, household income evidence is required in advance of starting After School Club, this will need to be updated every term)

\*I qualify for Sibling discount of 10% per session ☐ (This applies to both the £5 & £5.50 session)

Please tick the days below you require your child to attend. **Please note this form is ongoing, You must notify us of any changes before the start of each new half term.**

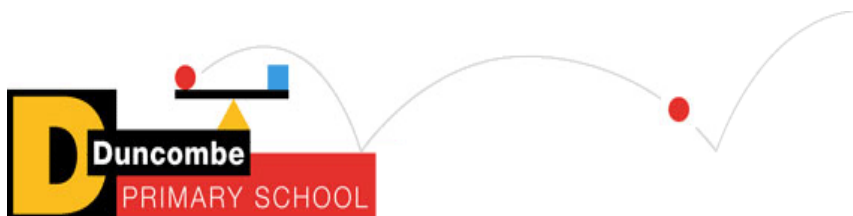
Monday (3.20-5.55)	Tuesday (3.20-5.55)	Wednesday (3.20-5.55)	Thursday (3.20-5.55)	Friday (3.20-5.55)

**\*All late collections will be charged at £5 for every 5 minutes per child.**

Please Indicate below which method of payment will be used to pay for fees.

School Money	Student Finance	Tax Free Childcare	Childcare Vouchers





## Agreement

### Parent Declaration

- . All the information I have provided is correct and I have submitted the relevant documents.
- . I agree to ensure payment of fees issued are paid on time, and that I have informed any third parties of the correct payment details. (All fee's must be paid before the start of each half term. Please note if you pay via Student Finance, Tax free childcare this is updated on our system every 6 weeks)
- . I understand that this form is ongoing and my half termly fee will be based on the information provided above. I will notify the After School Club leader before the start of each half term if my requirements change.
- . I agree to pay any late collection fees should I arrive after 5.55

Signature of Parent/Carer \_\_\_\_\_

Date: \_\_\_\_\_

### Office use only

- . All Information has been checked and verified
- . The After School Club leader will notify parents of any closure dates for the provision in advance.
- . If for any reason After School Club is unable to open, Parents will have a credit added to their account.
- . The After School Club Leader will follow the correct procedure for the collection of After School Club fees, and will Only issue Debt letters after several failed conversations with parent/carers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

