



Breakfast Club and After School Club

Childs name(s).....

Date of Birth.....

Address..... Post Code.....

Telephone number.....

Name of Parent/Carer.....

Parents email address.....

Child's Doctor.....Surgery.....

EMERGENCY CONTACTS:

1. Name.....Relationship.....Tel No:.....

2. Name.....Relationship.....Tel No:.....

Child's class teacher.....

Date of entry.....

Does your child have special needs? YES/NO

Please state clearly their requirements.....

Does your child have any allergies.....

Can your child have plasters on their skin.....

Religion.....Ethnic Origin.....

MEDICAL:

Has your child any medical conditions – please state.....

Does your child take any medication YES/NO – please state.....

If your child is taking regular medication that will need to be administered during KC's Kidz Club, you will need to complete a separate medical form.

I am happy for the staff to seek and apply any necessary emergency medical advice or treatment. Information will be shared in accordance with the data protection act 1998 and our own policies and procedures.

I, the undersigned, hereby confirm that the information given above is correct.

Signed.....Parent/Guardian

Date.....

This information is kept confidential and only used in the event of an emergency.

FEES:

KC's is a self-funding provision. We depend on our fees to meet our financial obligations. The management committee endeavour to keep fees as low as possible and reserves the right to review fees annually.

- a) All fees to be paid in advance by cash or bank transfer including vouchers, at the beginning of the week or half termly if that is more convenient, by prior arrangements.
- b) If fees are not received at stated time, a penalty will be incurred.
- c) Your child will not be allowed to attend KC's until outstanding fees are cleared.
- d) If you fail to pay child care fees the manager will write you a letter, giving you 7 working days to pay. If it is still not paid, the manager will seek legal advice to start the process of debt recovery. You will be given appropriate notification at each stage.

Breakfast Club (from 7.30 – 8.15) – we will provide cereals and toast

After School Club (£7.50) snack provided

Please return forms to a member of staff.

This does not guarantee a place but provides us with relevant information.

Days	Breakfast Club	After School Club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please be aware breakfast will not be served after 8.15am

ABSENCE – Booked sessions will be charged at full rate even if your child does not attend. You will be charged at full rate if your child is absent through illness or holidays.

WITHDRAWAL – You must give four weeks' notice to withdraw your child or pay one month's fees in lieu.

PHOTOGRAPHS – I give/do not give permission for my child to be photographed. Photographs may be used for publicity purposes.

PARENTAL CONSENT

Parent/Guardian of I have read, fully understand, and am satisfied with the details supplied and agree to my son/daughter taking part in any KC'S activities including trips out.

Please read carefully before you complete and sign. This is a contract between you, your child and KC'S Kidz Club and is legally binding.

Signed.....Print.....

Date.....