



# WESTWAYS PRIMARY SCHOOL

## AFTER SCHOOL CLUB REGISTRATION FORM

**CLUB CONTACT DETAILS**  
**8:30AM – 6.00PM - 0114 266 2471**

**Method of Payment:** School Gateway or Childcare Voucher. Ofsted Registration No: 107095. **ALL** payments must be in advance. **Please indicate how you will be paying:** School Gateway/Childcare Voucher

<b>NAME OF CHILD</b>	
<b>DATE OF BIRTH</b>	
<b>PARENT/CARER</b>	

**Names of all persons authorised to collect the above named child:**

**CHILDREN MUST BE COLLECTED BY PEOPLE OVER THE AGE OF 16. PLEASE LIST ALL THE PEOPLES NAMES WHO MAY COLLECT YOUR CHILD AS, FOR SAFEGUARDING REASONS, YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANYONE NOT NAMED BELOW**


**PLEASE PROVIDE A PASSWORD - THIS WILL BE USED WHEN COLLECTING YOUR CHILD**

<b>PASSWORD :</b>
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<b>DOES YOUR CHILD HAVE AND MEDICAL CONDITIONS OR ALLERGIES:</b>
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<b>DOES YOUR CHILD HAVE ANY DIETARY REQUIREMENTS:</b>
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**MEDICAL CONSENT - I give my consent for the Play Leader to seek appropriate medical help for my child in the event that I cannot be contacted in any emergency.**

Signed .....

Date .....



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## TERMS AND CONDITIONS

1. Westways After School Club is open to children from Westways Primary School only.
2. Bookings must be made before 2.00pm on the day before the session that you wish your child to attend.
3. Cancellations must be made by 2.00pm on the day before the booking. After this time, refunds will not be available.
4. Payment can be made by childcare vouchers or via School Gateway.
5. A completed Registration Form is required for each child attending the club.
6. Children must be collected by 6.00pm. Late collection will incur a cost of £5 for every 10 minutes over, unless this is due to adverse weather e.g. heavy snow. If parents or carers are going to be late they must inform the After School Club staff.
7. Children will be collected by After School Club staff from their classrooms at the end of the school day. If your child attends an activity club after school a member of staff will collect them from the club.
8. Children will be provided with a light snack during the session.
9. Parents/Carers are expected to provide up to date contact details to ensure they are contactable at all times whilst their child is attending the After School Club. Staff must be informed of any changes to medical information or contact details immediately.
10. After School Club staff are unable to administer medication unless prescribed by a doctor.
11. The After School Club is part of Westways Primary School. All relevant school and Local Authority policies therefore apply. These include the school's Safeguarding, First Aid, Administering Medicine and Health and Safety policies, available on request
12. Children are expected to behave safely and sensibly at all times. Unacceptable behaviour may result in the child's place in the club being withdrawn.
13. The school reserves the right to change these terms and conditions with one month's notice. There will be an annual review of charges each June.

**I agree to the above terms and conditions**

Signed .....

Print Name .....

Date .....