



## Chewton Mendip CEVA Primary School

Chewton Mendip, Bath BA3 4LL

Tel: 01761 241465 Fax: 01761 241514

Headteacher: Miss Clare Rice B.Ed. Hons

Email: [office@chewtonmendipschool.org.uk](mailto:office@chewtonmendipschool.org.uk)

October 2021

### Registration Form – Sunflowers Afterschool Care

Please complete a form for EACH child.

Child's Details:

<b>Name</b>	
<b>Current Year Group</b>	
<b>Current Class</b>	
<b>Date of Birth</b>	

About Your Child:

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any allergies:
Please detail any dietary requirements:
Any additional information:

**I consent to my child ..... attending this club.**

- I understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I understand that my child will be provided with a snack and drink at after school club unless otherwise requested.
- Once my child has arrived at the after school club he/she will be in the care of the staff until collected and signed out by a 'named' responsible adult.
- I will inform the school office by 9.30am if my child will not be attending the after school club on a day that he/she is booked in.

- I accept that whilst at the club my child may get involved in messy activities.

- **Terms and Conditions**

- I agree to the use of contact information held by the school for the purpose of communication with regards to the after school care.
- I agree to pay in advance for booked sessions and I understand that there will be no refund given without 48hrs prior notice of non-attendance.
- If my child attends a session and payment has not been received within 48hr of that session having taken place (childcare voucher payments excluded) I understand that my child will not be able to attend further sessions of the club until payment has been received.
- If my child is not collected from after school club by 6pm I will pay a charge of £10 per quarter of an hour to cover the costs of the staff legally required to stay.
- If my child remains at 6.30pm, after doing everything possible to contact parents and emergency contacts, then I understand that the after school club staff will be legally required to contact Social Care.
- I understand that staff cannot be held responsible for any lost items.
- I understand that should there be any incidents at after school club involving my child, I will be informed of the situation.
- I understand that the school's and club's policies will apply to the after school clubs.
- I understand that the school has a right to stop a child/ren from attending after school club should the child/ren's behaviour be unacceptable and in breach of the school Behaviour and Anti bullying policies.
- Behaviour

We want all children to enjoy coming to after-school club. Any poor behaviour such as not following instructions from an adult will be noted and the following procedures followed:

- A verbal warning will be given – reminding children of expectations and possible consequences.
  - If behaviour continues a second verbal warning will be given with the reminder that parents will be called for early collection if the behaviour does not improve.
  - If behaviour continues parents will be phoned and asked to come and collect their child early. No refunds will be given.
- If parents are called to collect their child/ren early from Sunflowers due to poor behaviour twice in the space of 10 days the child will not be allowed to attend again until the Headteacher has met with both the child and parents and agreed that the child can return.



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**Signed:** .....parent/carer

**Date:** .....