

# Breakfast & After School Club Booking Form

Breakfast and after school club booking form

PLEASE COMPLETE ALL PARTS OF THIS FORM AND SIGN WHERE NECESSARY

Name of Breakfast/After School Club this registration form is for: \_\_\_\_\_

Child's Full Name	Date Of Birth	Age	School Attended & Class No/Name	Allergy/Add. Need (Y*/N)

**\*PLEASE NOTE ANY ALLERGIES/DIETARY REQUIREMENTS/ADDITIONAL NEEDS:**

(If your child has an additional need, please call Joy to discuss on **0208 777 0218** - Separate "Additional Needs Profile Form" must also be completed).

**CONTACT DETAILS**

Name of Parent(s) with whom child(ren) lives: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Tel: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_ email: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_ email: \_\_\_\_\_

Name of Parent with whom child(ren) do not live: \_\_\_\_\_

Does this parent have parental responsibility? YES/NO      Does this Parent have legal access to the child(ren)? YES/NO

Please give contact details of this parent:

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ email: \_\_\_\_\_

**EMERGENCY CONTACTS IF PARENT CANNOT BE REACHED**

Name 1: \_\_\_\_\_ Tel no 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel no 2: \_\_\_\_\_

Name 2: \_\_\_\_\_ Tel no 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel no 2 \_\_\_\_\_

**SECURITY INFORMATION**

Names of persons who are authorised to collect your child(ren) from the club in an emergency:

Name(s) of Child(ren): \_\_\_\_\_

Password for collecting your child(ren): \_\_\_\_\_

**PERSONAL DETAILS**

How would you describe your child(ren)s ethnic background? \_\_\_\_\_

What is the main language & religion in your family? \_\_\_\_\_

Are there any festivals/special occasions your child will be taking part in that you would like acknowledged or celebrated within the setting?

\_\_\_\_\_

**MEDICAL**

Doctor's Name/Surgery: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide any details concerning your child(ren) which you feel we should know about (ie allergies/dietary requirements/illnesses etc.)

\_\_\_\_\_  
\_\_\_\_\_

**In case of emergency I understand that attempts will be made to contact me or my emergency contact listed below. If I cannot be reached, I give permission for medical advice to be sought for my child(ren).**

Signed Parent/Guardian

Do you give permission for your child(ren) to take part in off-site activities? Yes  No

Do you give permission for photographs of your child(ren) to be used within the club? Yes  No

Do you give permission for your child(ren) to use:  Facepaint  Make-up  Nail Varnish  Tattoo transfers

Does your child wear glasses? **YES/NO** Do they need to wear them during sports activities? **YES/NO**

*(Please note: we cannot be held responsible for damage or injury occurring from breakages).*

Signed Parent/Guardian:

Date:

**DATE YOU WOULD LIKE YOUR CHILD/REN TO START:**

DAY	TICK DAYS	Breakfast Club PREFERRED START TIME (please check earliest start time with Club Manager)	TICK DAYS	After School Club PREFERRED COLLECTION TIME (please note: latest collection 6pm)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

**PLEASE CHECK ALL DETAILS ARE CORRECT. PLEASE INFORM US OF ANY CHANGES AS SOON AS POSSIBLE.**

I have given all details for my child(ren) as required and have read the relevant terms and conditions.

Signed (Parent/Guardian):

Date:

Print Name:

<b>Office use only</b>	
Entered on register	Y/N
Deposit paid	Y/N Amt: £ ____
Casual/Perm	ASC/BC

**Breakfast and After School Club Terms & Conditions**

(Office copy. Please sign and hand to club leader or return to:

**Chucklebox, The Hawes Down Centre, Hawes Lane, West Wickham, Kent, BR4 9AA)**

Please carefully complete this form & return with the relevant deposit. After School Club: £50 for a 3-5-day place, £25 for a 1 or 2 day place (deductible from your final bill). A non refundable payment of £15 for a casual and a Breakfast club place.

- I will collect my invoice from the setting at the end of each half term & make payment subject to the monthly terms and conditions stated on the invoice. If I make this payment late, this will be subject to a late payment charge of 10%. Children will not be accepted into the setting unless payment has been received.
- All days booked must be paid for in advance.
- Prices are subject to change (adequate notice will be given) and will be reviewed each academic year.
- We are unable to give refunds for days booked but not attended. These include unforeseen circumstances and adverse weather conditions. **NB INSET DAYS & BANK HOLIDAYS ARE CHARGED AT YOUR NORMAL RATE.**
- Payments can be made by cheque, cash, childcare vouchers or standing order. If paying by voucher or online, proof of payment (paper copy only will be accepted) must be received by us prior to your child's first session.
- **Requests for information/confirmation letters etc for HMRC/Tax Credit Claims are subject to an admin fee of £25.**
- Any outstanding payment will be transferred to our Debt Collecting Agency. Charges will be added to the overdue amount plus costs incurred by us. We will proceed with legal action to recover payment owed.
- I will inform Chucklebox if my child is not attending a session.
- I will telephone the setting on 0208 777 0218 if the regular collector of my child is unable to do so. I understand my child will not be able to leave the setting without permission from parents/official guardians.
- I will supply information regarding personal matters that may affect my child's behaviour so that Chucklebox staff can appropriately care for my child.
- The company reserves the right to revoke a child's place on the grounds of persistent anti-social behaviour affecting the well being of other children, staff or the club in general. These measures will be taken if all other measures to improve behaviour have been exhausted.
- In case of emergency I understand that attempts will be made to contact me or my emergency contact as stated on my registration form.
- If I arrive later than 6.00pm I will incur a charge of £5. From 6.10pm onwards this will increase to £10 every 15 minutes, payable on the day of collection. After 6pm some schools require staff to wait outside with uncollected children.
- The following procedure will be followed if I fail to collect my child by 6.15pm:
  - Chucklebox staff will attempt to call the home/mobile numbers listed on the booking form
  - The emergency contact will be called.
  - The child will wait with the senior play leader until 6.45pm
  - Further attempts will be made to contact the parent/guardian/emergency contact
  - In the event that contact is unsuccessful, Social Services will be contacted and given a copy of the child's registration form.
- *If a child protection issue arises, Chucklebox has a duty to inform Social Services and any other relevant professional children's groups.*
- I will sign my name in full when leaving after school club with my child. I will also check the accident book and sign if required.
- I will give a full half-term's **notice in writing** of permanent changes to days or cancellation of my child's place. Deposits will be deducted from my final invoice.
- Casual bookings must be made prior to attendance.
- I will call as early as possible if my child requires a place at the setting and understand that if all spaces for the day are booked I will have to make alternative arrangements for childcare.

***I agree to the above Terms & Conditions.***

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial this box if you would like Chucklebox to store your booking form for future use

Should this form be retained for future use (maximum 3 years) I agree to check all information and amend as appropriate.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



## **Breakfast and After School Club Terms & Conditions**

(Parent copy, please retain for your information)

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### **IMPORTANT! PLEASE REMEMBER:**

#### **I WILL BE CHARGED EXTRA:**

- ~ If I collect my child/ren late
- ~ If I do not pay my invoice by the due date
- ~ If I book a session that my child does not attend
- ~ If I do not keep all paperwork relating to my Chucklebox account (invoices/receipts etc) and request copies ie for Tax Credit claims.

**THIS COPY IS TO BE**  
**RETAINED BY THE**  
**PARENT**