



## After School Care Registration Form at Kerr Mackie Primary School

### Children details

Child's name		D.O.B.	
School Year, Class & Teacher		Address	
Start date with after school care		Home tel no:	
First language		Religion	

Any additional comments that you feel we may need to know:

### Parents/Carers contact details

Name & Address	Place of work	Mobile number	Work telephone number

Which of the above have parental responsibility?

### Emergency contact details (other than above)

Name & address	Relationship to child	Place of work	Mobile number	Work & home telephone number

### Attendance required for (please tick)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

### Payment method

Regular payments by cash, cheque or standing order. Receipts will be made for your own records.

Please note: The first month's fees are due in advance on the 1<sup>st</sup> of the month and thereafter monthly in advance payments. Payments can also be accepted weekly or fortnightly in advance. Please note, we do not charge an administration fee like other companies.

Late charges: If your child is regularly collected late, there will be an additional charge of £2.00 for every five minutes, on the third occasion onwards.

Bounced cheques: We will charge £4.00 per bounced cheque.

<b>Medical authorisation</b>		
Do you give permission for your child to receive emergency treatment?	Yes	No
Would you allow us to administer First Aid?	Yes	No
Does your child have any allergies/special requirements or food restrictions? If yes, please specify below.	Yes	No
<p><b>Please note: Only prescribed medicines can be administered by staff. All medicines must be clearly marked with the child's NAME, PRESCRIBED DOSAGE and DATE OF PRESCRIPTION.</b></p> <p><b>All medicines MUST be brought in on a daily basis and SIGNED for by PARENT/CARER and staff.</b></p>		
Child's Doctor name and address	Doctor's telephone number	
<b>Other authorisation</b>		
Would you allow photos of your child to be taken for display in the setting?		
Would you allow your child to have their face painted?		
<b>Terms and conditions</b>		
<p>This form constitutes an agreement between the Parent/Carer named overleaf and Child Seasons. By signing this form you agree that you have read and understood the terms and conditions of service on this form and as follows:</p> <ul style="list-style-type: none"> <li>Give one months' notice of my child's leaving date or payment in lieu</li> <li>Give one weeks' notice for any changes within reason (at the Managers discretion)</li> <li>Pay full payment in case of illness/absence</li> <li>Pay full payment in case of bad weather conditions (e.g. heavy snow etc.)</li> <li>Once any childcare is booked, it is liable for payment</li> <li>Bounced cheques will be charged at £4.00</li> <li>Late charges: If your child is regularly collected late, there will be an additional charge of £2.00 for every five minutes, on the third occasion onwards.</li> <li>Please remember to inform any member of staff of any changes to the registration form.</li> </ul> <p>In case of non-payment, your child's place will be withdrawn after one month's non-payment, unless alternative arrangements have been made with the Manager. It is the policy of Child Seasons to pursue all unpaid fees through an appropriate debt collection agency to recover the service's money.</p>		
Parents signature:	Date:	

**Please note: All information provided to Child Seasons will remain totally confidential. Copies of Policies & Procedures will be displayed on the notice board within the setting.**

**Child Seasons Out of School & Holiday Care, c/o Holy Rosary & St Anne's Primary School, Leopold Street, Leeds, LS7 4AW**

**Telephone: 0776 372 1942**

**email: [childseasons@hotmail.co.uk](mailto:childseasons@hotmail.co.uk)**