

**ENROLMENT FORM
BEFORE AND AFTER SCHOOL CLUB**

Full name of child: _____

Date of Birth: _____

Address: _____

Postcode _____

Phone Number _____

Please indicate sessions required

	AM PICK UP	PM PICK UP	SCHOOL
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Main Carer 1 Name _____ **Place of Work** _____

Work Number _____ Mobile _____

Email Address _____ Relationship _____

Main Carer 2 Name _____ **Place of Work** _____

Work Number _____ Mobile _____

Email Address _____ Relationship _____

Persons with Legal Contact _____ **Place of Work** _____

Work Number _____ Mobile _____

Email Address _____ Relationship _____

Doctors
Name/Address/Phone _____

Details of injections/immunisations _____

Special Dietary Requirements _____

Any known allergies _____

Religion _____

Does your child have any known special educational needs: _____

Does your child have any recognized disability _____

Does your child suffer from a medical condition Yes/No

If so please give details including any medicines they may need whilst at
nursery: _____

Emergency Contact Details

If for any reason in the case of an emergency we cannot get hold of
parents/guardians you may wish to provide us with an emergency contact name and
number.

Name _____ Phone Number _____
Mobile _____ Relationship
to child _____

**It is not the policy of Walmer Bridge Before and After School Club to administer
medicines to children unless they are prescription and specifically requested to do so
by their parents in writing. We no longer administer aspirin or medicines containing it
to children. We will make every endeavour to follow parent's instructions but reserve
the right to refuse a request to administer medicines whilst a child is in our care.**

The manager reserves the right to take a child to hospital or health centre in the event of an emergency.

I hereby apply for the admission of the above named child to Walmer Bridge Before and After School Club. I have read and understood the terms and conditions and agree to comply with them and to any other conditions which may be required in the future.

The Date I wish my child to commence Before and After School Club is _____

Parent/Guardian signature _____

Date: _____ Name in capitals _____

Emergency Medical Treatment

I hereby agree to _____ to be given emergency medical treatment whilst as Walmer Bridge Before and After School Club or on any organised outing.

Signed _____ Parent/Guardian

Date _____

Off-Site Consent Form

During your child's stay at Walmer Bridge Before and After School Club it may be necessary for him/her to be taken off-site for an educational visit or as part of a topic. This may be in the form of a short walk. Safety regulations will be adhered to at all times. In order for your child to be included in these outings, written permission is required.

I hereby give permission for _____ to be taken off-site during his/her stay at Walmer Bridge Before and After School Club.

Signed _____ Date _____

Photographic consent form

During your child's stay at Walmer Bridge Before and After School Club it may be necessary for photographs or video footage to be taken of him/her.

We will from time to time organise events where the local newspapers/magazines may wish to print photographs, which may include your child.

In accordance with OFSTED guidelines your written permission is necessary to enable us to do this.

I hereby give permission for _____ to be :

Photographed for display purposes

Signed _____ Date _____

Videoed,

Signed _____ Date _____

Photographed for website

Signed _____ Date _____

Photographed for local newspapers

Signed _____ Date _____

Photographed for Facebook purposes.

Signed _____ Date _____

Terms & Contractual Conditions

Walmer Bridge Day Nursery

- Places are not transferable
- We do not open on Bank Holidays.
- The Club opens at 7:30 and closes at 6:00pm prompt.
- Fees are payable for the week on the first day of attendance.
- We ask for four weeks written notice or payment of fees in lieu if you wish to take your child out of the club.

- Parents must notify staff if someone other than notified persons is picking their child up from the club to prevent any misunderstanding, as the child will NOT be released to them unless prior permission is given.
- If a child is unwell in our care every effort is made to contact the parents.
- Parents must contact the nursery before 10.00am if their child will not be attending the club that day.
- The management reserve the right to remove any child from the setting as they deem necessary.
- A fine of £5 for every 15 minutes will be charged for late collection of children.
- Photographs of the children may be taken unless carers have requested other wise on enrolment form.
- The children's records are kept in the office and are only accessible by specific members of staff, all staff are aware of confidentiality.
- Full fees are due for all contracted days when a child is temporarily absent for any reason, including sickness.
- The Club's policy documents are displayed on the notice board in the entrance hall and parents are requested to read the following policies without exception. Safeguarding, Equal Opportunities, Complaints Procedure, Lost Child Procedure and Uncollected Child Procedure.
- Fees are reviewed every year with an increase in September.

I HAVE READ AND UNDERSTOOD THE ABOVE CONTRACTUAL CONDITIONS AND THOSE ON THE ENROLMENT FORM. I HAVE READ THE POLICY DOCUMENTS DISPLAYED IN THE ENTRANCE HALL.

Parent/Guardian signature _____ Date _____

Name in block Capitals _____

Child's Name in block capitals _____

Relationship to child _____