



Raglan Primary School Breakfast Club

Registration Form 2019/2020

**Please complete separate forms for each child.
Parents are required to fill this in annually.**

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Child's Full Name:	
Child's preferred Name:	Male/Female:
Full Postal Address and Postcode:	Date of Birth:
	Age:
	Class:
Name of 1 st Parent/Guardian:	Name of 2 nd Parent/Guardian:
Home Telephone Number	Home Telephone Number:
Work Telephone Number:	Work Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

Emergency Contacts

Please ensure that you notify us immediately of any changes to contact information.

1. Name:	Relationship to child:
Address:	Mobile Telephone:
Home telephone:	Work Telephone:
2. Name:	Relationship to child:
Address:	Mobile Telephone:
Home Telephone:	Work Telephone:

Please specify which day(s) of the week you wish for your child to attend the Breakfast Club.
This would need to be for at least a term.

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £5.00 per child per session. Please complete separate forms for each child. Sessions are booked by the club leader half termly in advance.

Yes No

Please indicate if you wish to pay using Childcare vouchers

Please state who your childcare voucher provider is _____
(When paying with childcare vouchers, you will need to provide the office with the exact date the voucher was processed, the payment amount and your reference number as childcare voucher providers do not notify the school directly with this information.)

Medical Information

Please state all relevant medical information
(Allergies, pre-existing injuries etc)

Does your child need to take medication whilst attending the club? (if Yes, please complete a permission to administer medication form) _____

Are there any foods or drinks your child is not allowed to consume? If Yes please list-

Due to (please circle): preference religion allergy other



Breakfast Club Terms and Conditions

Child's Name:.....

- Fees are payable half termly **in advance**. Your balance on the Schoolgateway will be for the half term and sessions are booked by the club leader half termly in advance.
- Parents are able to pay via Schoolgateway and are requested to pay the entire half term in advance. Where parents are unable to pay the full amount in advance they must make at least monthly payments towards their outstanding balance paying in full by the end of half term.
- If you would like to pay using childcare vouchers, please inform the school office as we are not notified through the childcare voucher providers. We will need your reference number and the date the voucher has been processed.
- **Failure to clear an outstanding balance by the end of the half term will result in a £30 late penalty fee being issued and sessions will not be booked for the following half term and children may lose their place in the club.**
- We will require 4 weeks' notice if you wish to cancel your booking.
- Payment is required even if your child is unable to attend the days that have been booked.
- Your child may attend for one-off sessions (with less than 24 hours' notice) if one is available at a cost of £7.
- The breakfast club will be open at 7.45 am in the Studio. Please ring the Studio buzzer at the pedestrian gate next to the staff car park and you will be let in. Your child will be directed to the playground 8.45 (KS2) and 8.55 (KS1).
- The Breakfast Club is run by staff at Raglan Primary School. Children will be expected to ensure that their behaviour whilst attending the Club reflects the behaviour required at school. The Club retains the right to omit children from the Club if they do not respect the school's behaviour policy.
- I have read & accepted the stated terms and conditions please tick.

Parents/Carers Name

Parents/Carers signature.....Date.....