



Safari Club

Registration Form (2020/21)

**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:

If you wish to book Regular Confirmed Bookings please specify which day(s) of the week you wish for your child to attend the Safari Club. **This would need to be for at least a term.**

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £10 per child per Regular Confirmed session. Sessions are booked by the club leader half termly in advance.

Please tick this box if you wish to register for Ad-hoc bookings. Charge: £12 per Session.

Please indicate if you wish to pay using Childcare vouchers **Yes** **No**

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.) Please note it can take up to 2 weeks to apply the voucher to your account.

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



Safari Club **Terms and Conditions**

(Parents/Carers are required to sign this annually)

Child's Name:

What we offer

Our Club follows the play work principles. The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available. We run age appropriate adult led activities and physical activities where possible.

We provide a variety of healthy snack options and promote independence, by encouraging the children to help to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Parents can view the 2 week snack schedule on the school website.

Booking and Payment of Fees

Regular Confirmed Booking – Bookings are pre-arranged for the same days each week and cost £10 per session. It is not possible to swap days or refund monies due to non-attendance once a booking has been made. Sessions are booked by the club leader half termly in advance. Parents are able to pay via Schoolgateway with payments due for the entire half term by the Friday before the last day of half term.

Where parents are unable to pay the full amount in advance they should make payments towards their outstanding fees. These must be paid in full **one week before** the end of half term/term. In most cases this will be on Friday at 3pm. This allows time to book the sessions for the following half term. During Summer Term 2, fees must be paid in full in advance.

Failure to clear an outstanding balance by the week before 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.

A half term notice is required in writing if you wish to amend or cancel your sessions.

Ad-hoc Bookings – These bookings can be made by phoning the School Office on 02084606558 giving 24hrs notice. Each Ad-hoc booking will be charged at £12 per session and is payable immediately via Schoolgateway. If payment is not received we will be unable to take any further ad-hoc bookings from you.

Please note that any booking that is not a regular confirmed booking are strictly subject to availability and cannot be guaranteed.

Payment is required even if your child is unable to attend the days that have been booked.

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Payment can be made via the SchoolGateway or in cash/cheque (correct money only please) or via a Childcare Voucher Scheme (for Regular Confirmed Bookings only). If you wish to pay via a Childcare Voucher Scheme please contact the school office as soon as possible to ensure the necessary arrangements are in place. ***(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.)***

Terms and Conditions

- **Raglan is a nut free school. Please do not send your child into school with any food items containing nuts. Children are provided with a healthy snack whilst attending Safari club.**
- Safari club will not run on the last day of term when there is an early finish.
- **If the club is forced to close because of circumstances beyond our control (floods, snow, lack of services, force majeure, we will not be able to refund fees.**
- I am aware that Raglan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour & Relationships, Inclusion, Equality and Complaints. I can confirm that I am familiar with the policies which are available on the School's website.
- A Registration Form will need to be completed before your child is allowed to stay at the Safari Club. Please inform the club leader of any change in contact details including any additional information which may be relevant in caring for my child e.g. allergies, medical, additional needs etc. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- When collecting my children I should arrive at the Studio and ensure my child is signed out on departure. I am aware that no child can be collected by anyone under 16 years of age and anyone collecting my child must be known by the club staff or by prearrangement with the club leader. **If you are going to be late or there is an emergency please phone the Studio directly on 0208 460 3400. This phone is only answered during club hours.**
- **If a child attends an after school activity club on the same day they are booked into the Safari Club, parents must advise both parties so that they can arrange the safe handover from one to the other.**
- Safari Club will be open from 3:15pm – 6:00pm and will be held in the Studio. The session will finish promptly at 6:00pm. **Late fees will apply at the rate of £5.00 for every 5 minutes you are late after 6pm. You will be asked to sign receipt book and given a copy with the time.**

- Outstanding fees must be paid in full **one week before** the end of half term/term. In most cases this will be on Friday at 3pm. This allows time to book the sessions for the following half term. Failure to do so will result in a £30 late fee being applied, we cannot guarantee sessions for the new term until full payment is made.
- During Summer Term 2, fees must be paid in full in advance.
- In line with the School policy Safari Club will not be held responsible for the loss of valuables.
- Information held by Safari Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concern, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including: Local Authority Designated Officer for Safeguarding and Social Care in line the school's Child Protection Policy,
- I confirm that I have read and accept the terms and conditions above:

Child's Name.....

Parent/Carer Name.....

Signature of Parent/Carer.....