



## Raglan Holiday Club Registration Form (2021/22)

**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 <sup>st</sup> Parent/Guardian:	Name of 2 <sup>nd</sup> 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 Holiday Club.

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £35 per child per Regular Confirmed session. Sessions are booked and paid for by parents in advance and bookings are not confirmed until payment is made by the deadline given on the initial letter.

**Due time to time constraints, unfortunately we are unable to accept Childcare vouchers or tax free credits for October half term, but we are looking into this for the future. Your child's place will not be secure until payment is made in advance on Arbor.**

### Medical Information

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

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

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

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Due to (please circle):                      preference      religion      allergy      other

**For Office Use:**

**Notes:**

Half Term October 2021   
February Half Term 2022   
Easter Break 2022   
May Half Term 2022   
Summer 2022



# Holiday 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 the activities they would like to do. We operate a weekly timetable which includes a variety of different physical, creative and quiet activities. We aim to provide a consistently high quality provision that the children enjoy attending, and where parents have confidence that their children are having fun in a friendly and safe environment.

Fresh drinking water is available at all times.

### **Booking and Payment of Fees**

**Bookings** – Bookings are pre-arranged, booked and paid by parents at a cost of £35 per session. It is not possible to book half days or swap days or refund monies due to non-attendance once a booking has been made.

**Ad-hoc Bookings** – These bookings can be made on the day provided there is availability. A registration form must be filled in. Payment is made in cash and a receipt will be given. Each Ad-hoc booking will be charged at £45 per session and is at the start of each session. Due time to time constraints Childcare Vouchers or Tax Free Childcare cannot be used for ad-hoc bookings

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

Payment cannot be refunded if your child is unable to attend the days that have been booked.

### Terms and Conditions

- **Please do not send your child into school with any food items containing nuts. Food is not provided, therefore please send your child in with a packed lunch and a healthy snack and waterbottle.**
- **Raglan is a nut free school.**
- 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 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 Holiday 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.
- 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 by ringing the school office number 0208 460 6558 and press 7.
- Raglan Holiday Club will be open from 8.00am – 6:00pm and will be based 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.
- In line with the School policy Holiday Club will not be held responsible for the loss of valuables.
- Information held by the Holiday 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**.....