

HIGH FLYERS OXFORD LTD
Registration, Information and Permission Form

Child's Full Name: **D.O.B:**
.....

School.....

Nationality: **Religion (optional):**
.....

Main Language: **Year Group:**
.....

Teacher's Name:

Parent/Guardian's Name's:
.....

Does this person have parental responsibility for the child? Yes / No;
If no, does this person have Legal Responsibility for the Child? Yes / No
This must be the parent that the child normally lives with.

Home Address:
.....
.....**Postcode**
.....

Work Name & Address:
.....

Home Tel:..... **Work Tel:**
.....

Mobile:

Email (this enables us to keep in touch and email your invoice):
.....
.....

Doctor (name, address and tell):
.....
.....

.....

Health Visitor (or anyone involved with the child's welfare)

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.....

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We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- *have a safeguarding concern about your child*
- *are required to by government bodies or law enforcement agencies*
- *have obtained your prior permission.*

EMERGENCY CONTACTS & AUTHORISED ADULTS TO COLLECT

Please provide us with two more people we can contact (one must be the other parent or another person that has parental responsibility, second a friend etc.)

Name 1:

.....

Does this person have parental responsibility for the child? Yes / No; If no, does this person have Legal Responsibility for the Child? Yes / No

Relationship to child.....

Home Address (if different):

.....

Home Tel (if different):

Work Tel:

.....

Mobile:

Name

2:.....

Does this person have parental responsibility for the child? Yes / No; If no, does this person have Legal Responsibility for the Child? Yes / No

Relationship to child.....

Address:
.....

Home Tel: **Work Tel:**
.....

Mobile:

I give authorisation for the following people to pick up my child from the After School Club:

Name.....**Relationship to child**.....

Name.....**Relationship to child**.....

Name.....**Relationship to child**.....

Any additional notes that may assist us with collection or departure of your child:

Child Details

It is extremely useful for us if you can tell us as much as you can about your child.

- Does your child have any **medical** requirements: Any information regarding medicine's that are needed, special health issues or additional support please let us know. We have a strict medicine policy for you to read at your leisure.

- Does your child have any **food Allergies or intolerances?**

- In general does your child have any likes or dislikes that we should know of?

- Is there any information that is deemed relevant or significant for us to know?

Safeguarding

High Flyers is committed to Safeguarding all children, young people and adults that we come into contact with. Safeguarding children is vital for our setting, as part of the legal requirements of our Ofsted registration and as part of the school community. Having safeguards in place within our setting not only protects and promotes the welfare of children but also it enhances the confidence of staff, volunteers, parents/carers, management, and the general public.

The purpose of this is to achieve a nurturing and child-centred environment where children can have fun and be safe. So, to ensure their safety, we have regular training and we adopt Safeguarding policies and procedures which you may read at any time , please ask a member of staff or you will find them on our website.

If a child disclosing anything to use, we will always act upon it immediately and will inform the child's parent/ carer of our intentions, if appropriate.

Safeguarding is everyone's responsibility, if you have any concerns about a child you can call the local council on 0345 241 2703

HIGH FLYERS REGISTRATION

Terms and Conditions – please read the following and sign below:

I agree to pay the fees within 7 days of invoice date for 'regular' bookings and must be paid before a commencement of a session. I understand that full payment is due in advance of attending any 'Ad hoc' sessions.

I agree to pay a fee if I am late to collect my child (late fee is £10.00 for the first 15 minutes and £1.00 per minute thereafter).

I agree to the cancellation policy: four weeks notice is needed to cancel a session.

Either party namely 'the Parent' or 'HIGH FLYERS' may terminate this agreement within 4 weeks written notice.

I agree to inform their class teacher that they will be attending the HIGH FLYERS.

I agree to call the club if my child will not be attending due to illness or other circumstances.

I agree that all information on this form is correct at the time of completion.

Other agreements/permission (please circle Yes or No):

I agree for my child to be taken out for walks or local visits under the supervision Yes / No of HIGH FLYERS Staff. (You will be informed before any outing).

I give permission for my child to be photographed at the Club for OFSTED, club promotion, social media and memories. We have a designated camera for High Flyers. All children will never be named and photos will be screened Yes / No

I give permission for my child to receive emergency treatment by a medical Yes / No practitioner in the event of an accident, or taken to A & E.

I give permission for club staff to apply sunscreen if needed. Yes / No

I give permission for my child to watch DVD's rated U and PG Yes/No

I (Parent / Carer) hereby enter into a contract with for the provision of childcare as detailed in Terms and Conditions (full details of which are available on the website or at the club).

The data contained on form will be used by 'High Flyers' and their staff for the purpose of operating and administration. All data is held in compliance with the data protection act.

Signed:

Date: