



**Welford on Avon
Primary School**

After School Activity Club

**A fun after school activity club for
Welford Pupils!**

**STAR Club at Welford on Avon Primary School
Contract and Registration Form**

Star Club Manager: Mrs Michelle Johnson

Telephone: 01789 750214

Information recorded here is kept confidential

Child's personal details:

Full name of child:

Date of Birth: (day/month/year)

Gender: Male Female

Child's Home address:

.....

.....

.....**Postcode:**

Parents'/carers' details:

Full names:	Parent/Carer 1	Parent/Carer 2
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

Details of persons authorised to collect child or who can be contacted in an emergency:

Full name:	Contact 1	Contact 2	Contact 3
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.

A password is also required.

Signed: Parent/carer:Date:

Signed: Club ManagerDate :

Child's ethnicity:

White

Black/Black British

Mixed/multiple ethnic groups

Other ethnic group

Asian/Asian British

Child's Religion:

Child's medical information/individual needs:

Name of doctor:.....

Doctor's surgery and address:.....

.....

Postcode:.....

Doctor's telephone number:.....

Known medical conditions, allergies, special dietary and health needs:

Yes

No

If yes, please give details:.....

.....

Details of any medication being used:

.....

.....

Has your child received a tetanus injection in the last five years ?

Yes

No

Any other relevant information we should be aware of? birthmark/asthma

.....

I undertake to inform the Manager of Star Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed: Parent/carer:**Date:**

Signed: Club Manager:**Date:**

Arrangements in the case of sickness and/or any emergency:

Star Club does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity. Staff at Star Club have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Star Club taking such action in your absence:

I (*print name*) give my consent to Star Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer:.....

Date:

I (*print name*) give my consent to Star Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer:

Date:.....

Permission for use of Sun cream

During the hot weather, please send in your child's sun lotion clearly labelled with your child's name as well as a completed consent form

Also please sign your consent below for staff to apply further sun cream during very hot weather.

Parental Consent

Name of child:

I give my consent for a member of Star Club staff to apply and/or re-apply sun cream to the named above child.

Signed: Parent/carer:

Date:

Signed: Club Manager:

Date:

Photographs and videos:

The issue of child safety is taken very seriously at Welford on Avon Primary School and Star Club. This includes the use of images of pupils. These may be used for display/training purposes within the playgroup.

Including images of children in Star Club publications and on the Welford Primary School website can be motivating for the children involved. However, Star Club has a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to Star Club taking and using photographs and images of their children. Any use of pupil images at Star Club is underpinned by the Website Policy of Welford on Avon Primary School which has been devised in liaison with the Local Authority.

We will never include the full name of the pupil alongside an image.

Permission for Photographs and Digital Images

I consent to photographs and digital images of the child named below, appearing in Welford on Avon Primary School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

We/I give permission for my child to be photographed,

We/I give permission for my child's photograph be placed on Welford on Avon Primary School's website,

On receipt of specific information, and a separate consent for each promotional activity, we/I give permission for my child's photograph/video to be considered for external promotional activities at Welford on Avon Primary School.

Name of child:

Name of parent /carer:

Address:

.....

.....

Signed: Parent/carers: **Date:**

Signed: Club Manager: **Date:**

Outdoor Activities - within the school grounds at Welford on Avon Primary School

From time to time the Star Club will take the children on short supervised outings within the enclosed school grounds, the school hall, the school playground and field.

We/I hereby give permission for my child to be taken on outings within the enclosed school grounds, the school hall, the playground and field.

Signed: **Parent/Carer** **Date:**

Signed: **Club Manager** **Date:**

Fees and Terms and Conditions of Star Club at Welford on Avon Primary School

The cost of each session will be:

Session 1 – 3.15pm – 4.30pm £5.00 (snack provided)

Session 2 – 4.30pm – 6.00pm £6.00 (light tea provided)

Both sessions – 3.15pm – 6.00pm (snack and light tea provided) £10.00

Payment is via ParentPay, invoiced in the penultimate week of each half term.

Please keep a record of your own total so that you are prepared to pay immediately.

Bookings must be made by a Thursday for the following week.

We are unable to refund if your child is away from school poorly or has an appointment, as staff provision will already have been allocated.

By circling the dates and therefore making a booking you are agreeing to all the above terms and conditions.

Agreement between parent(s)/carer(s) and Star Club at Welford on Avon Primary School:

- I understand that by completing and signing this contract and registration form. I agree to meet the terms and conditions of Welford on Avon Primary School.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Welford on Avon Primary School immediately I am informed that he/she is unwell.
- I agree not to send my child to Star Club if he/she is unwell.

Name of parent/carer 1:

Signature of parent/carer: **Date:**.....

Name of parent/carer 2:

Signature of parent/carer: **Date:**.....

Signature of After School Club Manager :

Date.....