

Registration form for Breakfast and After School Care at YMCA Weston

Child's Name:	Parents Full Names:
Male/Female Date of Birth: ___ / ___ / ____	Address:
Home Phone No:	Post Code:
E-Mail Address:	Doctors Name & Surgery Address
Emergency Contact Name & No:	Telephone No:
Name: Name:	Contact email address;
No: No:	
Any additional information of which YMCA staff should be aware, e.g. allergies or additional needs:	Please provide the full names, including numbers of those who will collect your child and their relationship to your child.
Are your child's immunisations up to date? Yes/ No	
If applicable, please provide the full names of any adults who CANNOT collect your child:	
Is there a court order?	

Bookings Required:

Please circle one of these:

Regular booking

One off

Dates between

Breakfast club Monday Tuesday Wednesday Thursday Friday

After School Monday Tuesday Wednesday Thursday Friday

Breakfast club: 8am-9am (includes breakfast) £3.50
After School options: Whole session 3.15-5.15. £7.70
Hourly rate 3.15-4.15 (no tea included) £4.75
Hourly rate plus tea 4.15-5.15 (come to us after clubs) £5.80

Date Care required from ___ / ___ / ____

Preferred method of payment: Direct Debit Child Care Voucher

To make additional bookings please call the manager on 02380 431186. Bookings must go through the manager and not through the staff

Permission: I consent to any emergency medical treatment necessary whilst the above named child is under the care of the YMCA. I have read and accept the booking conditions. I am in a position of parental responsibility and consent to this child participating at the Breakfast and/or After School Club.

Signed: Date.....

Please sign and return to YMCA Weston Nursery, Weston Park Infant School, Newtown Road.

**Your local
community
charity**

www.ymca-fg.org

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Caring

Exciting

Booking Conditions

- Registration forms must be completed and returned to us at least 48 hours before commencement date of care. We cannot accept a child into our care without this completed form.
- At least 2 emergency contact names and numbers must be provided for emergency purposes.
- Registration forms must include an original signature of the Parent/Guardian or an adult acting in loco parentis for each child. Emails are not acceptable.
- All children will be signed in to After School Club when they arrive. The YMCA are not responsible for a child until they are signed in on the register. From January 2013 the school are responsible for your child until they enter the club.
- In the event of a medical emergency every effort will be made to contact the Parent/Guardian before arranging medical treatment. If this is not possible we will inform you at the earliest possible time afterwards.
- We require written and signed consent if a child requires any form of medication to be administered whilst in our care.
- Children who have fallen ill will not be allowed to attend After School Club to avoid spreading infection.
- Our registration requires us to provide full and accurate daily registers. We require written notification of any changes made to the regular session bookings. This can be via email or writing. One months notice must be given for any changes.
- In order to comply with our Ofsted registration, your child must be collected by 1800. Failure to do so will result in a late collection fine of £10 per child per 15 minutes or part thereof.
- All fees must be paid in advance for the month. All payments for each month should be received on 1st direct debits and childcare vouchers and by 3rd card payments. Cash payments will only be available to parents who have this agreement with the manager (an alternative agreement will be signed for cash payments). Staff can take no payments unless authorised by the manager.
- Extra sessions have to be pre-booked and paid for when booking. Children are not allowed to come if the parent has not pre-booked and will be left in school care if they turn up without booking.
- Payment must be made by Direct Debit, Childcare vouchers or card payment. If childcare vouchers are being used these must be set up in advance or the first invoice paid by another method such as cash/cheque/card/BACS.
- Payment by childcare voucher will only be accepted if your account balance is cleared on a monthly basis.
- Each year you will be allocated 3 sessions that can be refunded of your choice. All other sessions attended or not will be charged at the full rate.
- The YMCA reserves the right to terminate any booking for any reason.
- Photographs may be taken by us of the children which may be used in future publicity. Please inform the YMCA Fairthorne Group if you do not wish your child to be photographed.
- YMCA Fairthorne Group does not accept responsibility for personal possessions. Parents should ensure that items are adequately labelled and covered by insurance.
- Children displaying inappropriate and antisocial behaviour may, as a last resort, be excluded from the after school club.