

**Extended Services
Registration Form and Contract**

PLEASE CAN YOU ENSURE THIS FORM IS RETURNED TO EXTENDED SERVICES OR THE SCHOOL OFFICE BEFORE YOUR CHILD IS DUE TO START At BREAKFAST CLUB, RUNWAY CLUB OR PLAYScheme. FAILURE TO RETURN THIS FORM WILL MEAN YOUR CHILD WILL BE UNABLE TO START THE CLUB.

Child's Details

Child's Full Name		Known As	
Home Address			
Post Code			
Date Of Birth		Telephone Number	
E-mail address			

Mother's Details – AUTHORISED TO COLLECT

Mothers Name		Parental responsibility? Y / N
Place of Work		
Work Address		
Work Telephone Number		
Mobile Number		

Father's Details – AUTHORISED TO COLLECT

Father's Name		Parental responsibility? Y / N
Place of Work		
Work Address		
Work Telephone Number		
Mobile Number		

Emergency Contact Details/ I give permission for persons below to collect my child.

Name		
Address		
Telephone Number		
Relationship		
Collection password (you will need to give this when you or your substitute adult collects your child)		

If your child is currently not at Howe Dell please let us know what school your child attends

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Religion

Ethnicity	
Religion	
Language spoken at home	

Medical

Doctor's Name	
Address	
Telephone Number	

Food

Is there any food your child can not have?	Yes	No
If yes please state		

Allergy

Does your child have an allergy?	Yes	No
If yes please state		

Medical Information

Does your child have any medical or developmental problems? Full details of medical, developmental or special educational needs required. Have the completed a School Health Care Plan?	Yes	No
If yes please state		

Education Health Care Plan

Does your child have an Educational Health care plan? If yes, please provide a copy with this form.	Yes	No
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First Aid

I give permission for Howe Dell staff to administer minor first aid treatment. If your child needs to go to hospital, an ambulance will be called and you will be contacted immediately. A member of staff will accompany the child to hospital and will consent to medical treatment as deemed necessary by the doctor. I give permission for a member of staff to consent to medical treatment. Please tick.	
Yes	No

Child Protection Statement

We are committed to ensuring that our Child Protection Policy meets its responsibilities in

respect of child protection by treating any allegation seriously and sensitively. We will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Child Protection Officer will immediately refer the case to the local statutory child protection agencies.

Full written reports of all reported incidents will be produced and maintained. We will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.

Photos/Recordings

We ask for your permission that you are happy for us to take photographs/recordings of your child during activities and play. If your child attends Howe Dell we will use the permission you have already given when your child started for photos/recordings and for website publicity.

For Non Howe Dell Children attending Playscheme: (please circle)

Yes – I give permission for my child to be photographed during activities and play which may be used on our website or for publicity.

No – I do not give permission for my child to be photographed.

Local Parks

We ask for your permission that you are happy for us to take your child on local trips to the surrounding parks. Please tick the appropriate box.

Yes

No

Permission to watch PG films

Yes

No

Permission to

Face Paint		Temporary Tattoos		Nail Varnish	
Yes	No	Yes	No	Yes	No

Please can you tell us about your child's likes and dislikes, what activities do they like to do, or what games are they in to?

I understand that I must give one month's written notice to terminate my child's place at Breakfast Club or Runway Club and I am aware that all the policies regarding how the club operates are on the website and a hard copy is viewable from Extended Services staff.

Please note: Playscheme fees are non-refundable.

Signed

Date