

Before and After School Provision Application Form



Basic Details

Legal Forename.....Middle Name(s).....

Legal Surname.....Preferred Surname.....

Preferred/chosen name.....

Date of Birth..... Place of BirthGender Male/Female

Class at time of entry.....Teacher's name.....

Child's home address

House Number.....Post Code.....

Street name.....

Contacts

Priority number 1 – Relationship to child.....

Title.....Forename.....Surname.....

Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....

Does this person have parental responsibility* for the child? (Y/N).....

Priority number 2 – Relationship to child.....

Title.....Forename.....Surname.....

Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....

Does this person have parental responsibility* for the child? (Y/N).....

Priority number 3 – Relationship to child.....

Title.....Forename.....Surname.....

Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....

Does this person have parental responsibility* for the child? (Y/N).....

*Parental Responsibility is defined in s 3(1) Children Act 1989 as being: "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property"

Family/Home

Please give details of brothers and sisters:

Name..... Age.....

Name..... Age

Name..... Age

Name..... Age

✓ **Dietary – please tick where appropriate**

Does your child have any special dietary needs e.g. allergies/ lifestyle or religious diets? Yes/ No

If yes please give further details

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Medical

Doctor's Name..... Tel. No.....

Practice Address.....

Does your child have any medical conditions/allergies school should be aware of?

Is your child currently taking any medication? Yes No

If yes, please give details.....

Will it be necessary to give medicine in holiday club? Yes No

If yes, please complete an administration of medicine form.

For certain medical condition's e.g. asthma, epilepsy, it will be necessary to put together a care plan for your child. Please make staff aware if you think your child needs a care plan.

Ethnic/Cultural

Is English an additional language to your child? Yes No

If yes, what language do you speak at home?

Please let the staff know of any words that are important to you child.....

Additional Information

Does your child have any Special Educational Needs? Yes No

If you have indicated Yes to any of the above please give further details:

Please let the nursery staff know if there is any further information that you wish to share with us that may be appropriate for your child's care.

Sessions

✓ Please tick the sessions you would like your child to attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School From 7.45am					
After School To 6pm					

Terms and conditions

- Payment is by bank transfer, prior to attendance. Invoices are sent by e-mail.
- You may lose your child's place if you are more than two weeks in arrears. Please speak to the OOSC Manager Fiona Webster if you are having difficulties with payment.
- All booked sessions are payable if your child does not attend for example due to illness.
- We aim to provide two weeks notice if we can no longer provide childcare. We do however reserve the right to give one days notice if we judge that the safety and wellbeing of children or staff is at risk.
- Late collect of your child by more than 5 minutes will incur a late collection fee of £5.00.
- Late collect of your child by more than 5 minutes will incur a late collection fee of £10.00.

Data Protection

Under data protection law, individuals have a right to be informed about how the Out of School Club uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Further details of how we collect, store and use personal data about pupils can be found by reading our Privacy Notice. For further information please speak to Mrs Jo Hickling, Managing Director.

I agree to the terms and conditions and confirm that the above information is correct

Signature of Parent / Carer.....

Print Name.....
