**WHEATFIELDS KIDS CLUB REGISTRATION FORM**

**(Children who attend Wheatfields Primary School)**

**CHILD’S DETAILS:**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Last Name:** |  |
| **Middle Names:** |  |
| **Date of Birth:** |  |
| **Male / Female:** |  |
| **Home address including Postcode:** |  |
| **Home Telephone:** |  |

**PARENT / GUARDIAN 1:**

|  |  |
| --- | --- |
| **Mr / Mrs / Ms / Miss / Dr** |  |
| **First Name:** |  |
| **Last Name:** |  |
| **Relationship to Child:** |  |
| **Parental Responsibility:** | **YES / NO *(please circle)*** |
| **Home address including Postcode:*****(if different from child’s)*** |  |
| **Place of Work:** |  |
|  |  |
| **Home Telephone:** |  |
| **Work Telephone:** |  |
| **Mobile Telephone:** |  |

**PARENT / GUARDIAN 2:**

|  |  |
| --- | --- |
| **Mr / Mrs / Ms / Miss / Dr** |  |
| **First Name:** |  |
| **Last Name:** |  |
| **Relationship to Child:** |  |
| **Parental Responsibility:** | **YES / NO *(please circle)*** |
| **Home address including Postcode:*****(if different from child’s)*** |  |
| **Place of Work:** |  |
|  |  |
| **Home Telephone:** |  |
| **Work Telephone:** |  |
| **Mobile Telephone:** |  |

**TERMS OF MEMBERSHIP TO KIDS CLUB**

**Please read and sign your acceptance of the terms below:**

1. **Membership of Wheatfields Kids Club is by completion of the Registration Form printed overleaf.**
2. **Bookings should be requested on a termly basis by completion of our booking forms for the 1st and 2nd half of each term. Places will be allocated subject to availability.**
3. **There will be no charge for absence due to illness. Parents will be charged for all other missed sessions for which less than 7 days written notice is given. Last minute bookings will be accepted subject to place(s) being available.**
4. **An additional fee will be charged if parents do not collect their child on time, at the end of a booked session:**
	1. **For children booked from 3.15-4pm or 3.15-5pm, the following hour’s charge will apply.**
	2. **If parents do not collect their child until after closing time (6pm term time, 5pm holidays), which means that staff will have to work late, a charge of £10.00 per 30 minutes or part thereof will be made.**
5. **For term time and holiday bookings, parents are issued with a statement after each half term detailing their costs and payments (no charge is made for illness and a deduction is made for attendance of any school clubs).**
6. **Payment terms are that parents must pay IN ADVANCE for each half term. Childcare Vouchers are accepted. Alternatively you may pay us direct online using School Gateway.**
7. **Late payment may result in a formal warning being issued to the parent/carer and may jeopardise their child’s place at Kids Club. If for any reason, parents are likely to have difficulty in making a payment on time they are strongly advised to contact the school’s Admin Assistant at the earliest opportunity to discuss this. If all options have been explored and the fees are not paid, the Club may be forced to terminate the child’s place and seek payment through the small claims court.**

**I agree to the terms of membership, as stated above. In addition, I have read and agree to the term and conditions in the Kids Club Handbook and on our booking forms.**

|  |  |
| --- | --- |
| **SIGNATURE:** | **NAME:** |
| **RELATIONSHIP TO CHILD:** | **DATE:** |

***DATA PROTECTION***

*Wheatfields Primary School and Kids Club is licensed under the Data Protection Act.*

*Please see our website for information about GDPR (General Data Protection Regulation) and our Pupil Privacy Notice for more information on how we handle our data.*