



## AJS Extra After School & Holiday Provision

### After School Contract and Registration Form

Telephone: 01425 616510    Mobile: 07535 053366 (after 4:30pm)    e-mail: extra@ajs.hants.sch.uk

#### Child's Personal Details:

Child's name:	Date of Birth:	Gender:
Preferred language:	Ethnicity:	Religion:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
<b>Full names:</b>		
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		
<b>Parental/legal responsibility</b>	Delete as appropriate  Yes / No	Delete as appropriate  Yes / No

<p><b><u>Medical Details</u></b> Name and Address of doctor:</p>          <p>Postcode: Telephone number:</p>	<p>Known medical conditions, allergies, special dietary and health needs:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Give details;</b></p>          <p><b>Details of any medication being used:</b></p>
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**Any other relevant information we should be aware of?**

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I undertake to inform the Leader of AJS Extra as soon as possible of any change in medical and/or any other relevant circumstances.

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

**Details of persons authorised to collect your child or who can be contacted in an emergency (other than parents/carers already detailed above)**

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

**A phone call for verbal permission is required before releasing any child to anyone other than those noted above.**

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you **MUST** discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

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

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

AJS Extra 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 contact the parent/carer at the earliest opportunity. Staff at AJS Extra 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 AJS Extra taking such action in your absence:

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

Signature of parent/carer: .....

Date: .....

I (*print name*) ..... give my consent to AJS Extra 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:**.....

**Photographs and videos:**

The issue of child safety is taken very seriously at Ashley Junior School and also with ourselves at AJS Extra. This includes the use of images of pupils which may be used for display/training purposes within the school or on our website.

We ask that parents consent to AJS Extra taking and using photographs and images of their children whilst completing activities. Any use of pupil images at AJS Extra is underpinned by the Safeguarding and Data Protection Policies of Ashley Junior School which have been devised in liaison with the Local Education Authority.

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

We/I give permission for my child to be photographed

We/I give permission for my child to be videoed.

Name of child: .....

Name of parent /carer: .....

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

**Fees at AJS Extra:**

The cost of each session will be:

**Walking Bus from Ashley Infant School:** Included in the session fee or contact us if you require the walking bus service only

**Half After School Club Session (3:30pm – 4:45pm):** £6.00

**Full After School Club Session (3:30pm – 6:00pm):** £12.00

**Late Collection Fee:** £3.00 (per 15 minutes)

**Regular weekly fees** will be paid in advance each week preferably through Scopay (Ashley Junior School pupils only) or by cash or cheque made payable to Ashley Junior School. If you would like to pay by cash/cheque it must be on the first day of attendance for that week in an envelope with your child's name on with the correct money enclosed. Fees should be handed in directly to the school office (or directly to AJS Extra during school holidays). We will not accept any responsibility for money given to us by children nor money left in school bags.

One months notice is required should you no longer require your place at AJS Extra or the number of sessions the child attends is to be changed. Fees will still be charged during this notice period. All payments need to be received by the **first day** of the forthcoming week to ensure attendance at AJS Extra.

In the event of absence without notice or illness, occasional days off and parental holidays, payment of the full session is required.

In the event of late collection, please contact AJS Extra immediately if you know you will be late collecting your child from their session. Late collection fees must be settled by the end of the following week.

**A child's continued place at AJS Extra at Ashley Junior School is dependent on continued and prompt payment of fees.**

**Registration** (name of child).....

to start on (date): .....

for ..... number of sessions/days per week.

**Operational hours:** These are during school term dates only **and exclude Inset days** at Ashley Junior School.

Session:	Monday	Tuesday	Wednesday	Thursday	Friday
Walking Bus from Ashley Infants					
After school Session 3:30pm – 4:45pm					
Full After school Session 3:30pm – 6:00pm					

Weekly fees are: .....

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

**Signed:** .....**AJS Extra Leader** **Date:** .....

**Please note that:**

- AJS Extra reserves the right to amend the terms/conditions at any time.
- A copy of insurance policies is available on the Notice Board for parents/carers to ensure that their needs and those of their child are met.
- It is our policy that everyone who attends, works in or visits AJS Extra at Ashley Junior School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- In the event of a compliment, concern or complaint AJS Extra welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to the Leader of AJS Extra, the headteacher of Ashley Junior School and/or read the Complaints Procedure Policy.

**Agreement between parent(s)/carer(s) and AJS Extra:**

I understand that by completing and signing this contract and registration form -

- I agree to meet the terms and conditions of AJS Extra and have read and agree to the terms in the After School Provision Handbook for Parents and Carers.
- 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 AJS Extra immediately if I am informed that he/she is unwell.
- I agree not to send my child to AJS Extra 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 AJS Extra Leader:** ..... **Date:** .....

Personal information contained in this contract and registration form is kept in line with the Confidentiality Policy for Ashley Junior School.