

Childs Name: _____

CROCODILE CLUB

After-school Club

Forms

Contact Details

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**STOCKCROSS SCHOOL
CHAPEL ROAD
STOCKCROSS
RG20 8LD**

OFSTED UNIQUE REFERENCE NUMBER: 110667

Crocodile Club Booking Form

Child's name:

All sessions start at 3.15pm and run until 5.45 pm.

Fees per session: 3.15pm - 5.45pm = £13.75

(Please tick the sessions that you require below)

	3.15-5.45pm
Tuesday	
Wednesday	
Thursday	

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend. Late collection will be charged at an hourly rate.

Signed:

Date:

(parent/carer)

Crocodile Club

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Crocodile Club. I understand that the club has policies and procedures (which are available for reference at the club and on Stockcross school website), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Crocodile Club is a play setting and that whilst my child is there Crocodile Club is legally responsible for him/her.
- My child will be provided with a snack whilst at the club unless otherwise requested.
- Once my child arrives at Crocodile Club he/she will be in the care of Crocodile Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Crocodile Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Crocodile Club closes at 5.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 5.45pm I will pay a charge of one extra hour per staff member to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.15pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Crocodile Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Crocodile Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have/will read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Crocodile Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Crocodile Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Crocodile Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I understand I can ask to read Crocodile Clubs policies and procedures at any time.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date:

Crocodile Club

Medical form

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf. If my child's medical needs change I will inform Crocodile club staff promptly.

Signed:

Date:

Tick if EYFS child

Crocodile Club Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended: First language:	Name of key person:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (please provide details)					
<i>Any other details required regarding the collection of the named child (please provide details)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Signature of Parent/Carer

Date:

Signed on behalf of Crocodile

Club

Crocodile Club

Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At crocodile club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

- Electronic and printed displays and exhibitions at the Club (eg photos of activities)
- Observation and assessment
- Class Dojo
- Club records of my child
- To accompany staff or student coursework
- Website for Club
- Promotional material for the Club
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material
- Other

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name:

Signed:
(parent/carer)

Date:

Print name:

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