



The Key Centre
Elvetham Heath
Fleet
Hampshire
GU51 1HA

Email: elvethamclub@naturallearningchildcare.co.uk

Club Registration Form

Should you wish to register your child at Elvetham Heath after School Club, please complete this form and return it. There is **non-refundable £50 registration fee** that we will require to secure spaces. We don't accept Cash or Cheque Payments for registration fee please request our direct debit details.

Child's Name:.....Age:..... Date of Birth:.....

Child's Gender: Male Female

Parents/Guardians Name:.....

Parents Date of Birth

Address:

.....Post Code.....

Home Tel: Mobile Tel:

Primary Email:..... Secondary Email:

Which parent(s) does the child normally live with?.....

Who has legal responsibility for the child?.....

Who has legal contact with the child?.....

Sessions Required Please Circle

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM



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Preferred Start Date:..... Signed.....

Emergency Contact Numbers:

Mothers Work: Mobile:

Dads Work: Mobile:

Other emergency contact number / Person i.e. Neighbour, Grandparent, Godparent, Friend etc.:

Name: Relationship.....

Phone:

Doctor Name and Surgery address -

.....
.....

Doctors Phone Number:.....

Names of other professionals involved with your child:

Health visitor.....

Paediatrician.....

Special educational needs co-ordinator.....

Dietician.....



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Has your child been immunised for the following

- | | | | |
|------------|--------------------------|----------------|--------------------------|
| Diphtheria | <input type="checkbox"/> | Whooping cough | <input type="checkbox"/> |
| Tetanus | <input type="checkbox"/> | Polio | <input type="checkbox"/> |
| HIB | <input type="checkbox"/> | Meningitis B | <input type="checkbox"/> |
| MMR | <input type="checkbox"/> | Chicken Pox | <input type="checkbox"/> |

Other Please state.....

Has your child had any of the following?

- | | | | |
|-------------|--------------------------|----------------|--------------------------|
| Chicken Pox | <input type="checkbox"/> | Mumps | <input type="checkbox"/> |
| Measles | <input type="checkbox"/> | Whooping cough | <input type="checkbox"/> |
| Rubella | <input type="checkbox"/> | | |

Does your child have any Special Dietary Requirements? If so please state:-

.....
.....

Does your child have any Allergies or preferences? If so please state:-

.....
.....

Does your child have any special health requirements or medical conditions?

.....
.....

Does your child have any special needs or disability? If so please state:-

.....



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Regular Medication Requirements:.....

What language(s) is spoken at home?.....

What is the main religion in your family?.....

Special Religious Requirements:.....

Password for collection



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Terms and Conditions

Please read in full and sign. In the event of any misunderstandings, please ask. Please tell us of any comments or concerns – management and staff always welcome them. Please ensure the office is aware of any changes to your registration documents, especially contact details.

Admission:

- EHAS Club Ltd is registered for 70 children between the ages of 4 and 11 years and is run in accordance to OFSTED rules and regulations.
- EHASC does not discriminate against any child on the ground of sex, race, religion colour or creed. Families, staff and volunteers are not excluded or discriminated.

Securing your Childs place:

- Your child's place will be reserved on receipt of a written acceptance and a non-refundable fee of £50 is received. A deposit payment will also be taken of a full week's fee. This amount will be refunded when the child starts the club, subject to the terms and conditions. Only then will we guarantee the desired hours and days.

Fees:

- Fees are payable every calendar month. We accept payments via Vouchers and Direct Debit Fees must reach us on or before the 1st of the month.
- If fees are not paid after 3 working days we reserve the right to refuse admission. A supplementary fee of £5 will be charged for each late day
- In the event of the fees to the club being unpaid or outstanding a child may, at the discretion of the club and in writing to the parent, be required to leave the club.
- We would grateful if all fees are paid on time to avoid embarrassing reminders.
- The club reserves the right to increase fees at any time.

Notice of Removal:

- Two full months' notice in writing must be given for any child leaving or reducing sessions.

Sessions:

- We operate to a minimum of 1 sessions per week. Any additional sessions will depend on availability and are paid in advance, via cheque or cash on the day of session.

Sickness

- If your child is showing signs of illness, they should not attend the club until better. It is unfair on them, the other children and the staff.
- If your child becomes ill during the club day we will endeavour to contact you in the first instance and attempts made to arrange early collection. If your child becomes contagious with a disease they must remain at home until a doctor clears them to return.
- The club manager reserves the right to refuse entry to any child for medical reasons.
- Please let us know before 10.30am if your child will not be attending.



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• **Sickness Continued**

- We are unable to administer medicine unless written consent from parents/carers with clear instructions laid out.
- All prescribed medicines will be administered at our discretion and in conjunction with the consent form

Allergies

- It is a parents responsibility to ensure the club is briefed and kept up to date should your child's needs change. Our meals are prepared and meet all dietary requirements. The Club cannot be held responsible for foods that may contain nuts.

Smoking

- No smoking is allowed on the premises or the adjoining grounds at any time.

Forced Closure

- In the event of the nursery being unable to open due to circumstances beyond our control (localised power failure, flooding, snow etc.) fees will be charged for the first three days of that period then cease until we are able to open. Discounts will be taken from the next invoice month.

Holidays, Club closures, arriving late or absence:

- Full fees are payable to retain the place in the club.
- In event of the club being unable to open due to circumstance being beyond our control (localised power failure, flooding & snow etc.) fees will be charged for the first 3 days of that period then cease until we open. Discounts will be taken from the next invoice month.
- The daily charge is worked out pro rata over 38 school weeks.

Personal Belongings:

- The club or its staff will not be held responsible for any personal items lost or damaged on the premises. All property must be marked with the child's name. All soiled items will be placed in a bag . We would appreciate it if the children did not bring toys from home with them to the club. We advise parents that Jewellery, money and food are not brought in or onto the premises at any time.

Collection:

- No child is permitted to be collected from the club by any person not known to the staff, under the influence of drugs or alcohol or under 16 years of age.
- If at any time another suitable person is required to collect your child, please phone and inform the club. We operate a 'password system' if there is a change from 'normal' collection.
- The club hours are 7.15am to 6.30pm. All children must be collected by the closing time of their session 6.30pm, if a late pick up occurs, a fee will be charged of £15 per quarter hour.
- Entry System: Please ring the doorbell and wait patiently for a member of staff to let you in. Please do not allow any persons to enter when you do. We will accept them independently.



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Data Protection

- In line with the data protection act all records are kept filed away and out of reach. Parents can have access to their child's records at any time. All staff sign a confidentiality agreement.

Child protection: Under the guideline of the principles as set out in the children's act of 1995, section 22, it is our duty as carers to respond appropriately to any indication of maltreatment of any child under our care.

I have read the terms and condition's attached: Yes/No

On behalf of EHAS Club Limited.....

Parent Signature:

Childs Name:

Date: