

STANBRIDGE OUT OF SCHOOL CLUB

(Charitable Incorporated Organisation No 1155687)

CONFIDENTIAL REGISTRATION FORM AND LEGAL CONTRACT

Academic Year starting September (please state what academic school year your child will start)

Please complete all of this form in block capitals, signed and in hard copy. Incomplete forms will be returned and your child will not be registered.

Child's Surname Class

Child's Forename(s)

Date of Birth/...../..... Gender..... (Male/Female)

Address

.....

..... Postcode.....

Religion: Ethnic Group: Mother Tongue:

Parent/Carer Names (with responsibility for the child):

Surname..... Forename Mr/Mrs/Ms/Miss

Work:..... Home..... Mobile.....

Email.....

(This should be a regularly used email address where we can send the termly fees invoice and news updates)

Surname..... Forename Mr/Mrs/Ms/Miss

Work:..... Home..... Mobile.....

Email

Please number each box above in the order in which you would like us to ring in the event of an emergency

Name and Address of any other person who has parental responsibility:

.....

..... Tel. No.

Name and Address of any other person who can be contacted in the event of an emergency:

(e.g. Grandparent/Friend/Neighbour)

Name..... Relationship.....

Address

Tel. No.....

Names of any persons who are NOT allowed to collect your child.

Name.....

.....

Please supply a **password** for someone else to use if they will be collecting your child.....

Sessions: Please indicate the sessions that you wish to book on a regular weekly basis by ticking (✓) the appropriate box.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 7.45 am to 8.50 am £2.75 per session (ad-hoc non-registered cost £3)					
After School Club 3.20 pm to 5.45 pm £7.50 per session (ad-hoc non-registered cost £8)					

Registration fee

All children who attend must be registered with the Club. The registration fee is £10.00 per family per year (non-refundable & reviewed annually). If registering more than one child, please complete a separate form per child.

Fee paid by (please tick) cash chq bacs voucher date paid

Termly Fee payment

All invoiced fees must be paid in full by the date requested. All communication regarding fees and payment by parents should be in writing (incl. email) to the Admin Assistant. If you are unable to pay promptly please contact the Admin Assistant, who may agree to a written payment plan.

Parents who are late paying, without prior arrangement, will incur a late payment fee of £10. Parents who are persistently late paying will be asked to leave the club. We will use a solicitor to collect debts where we have been unable to recover money ourselves.

Additional sessions should be paid at the time or will be added to the following term's invoice for payment.

Methods of payment

We accept payment either by BACS /cheque/childcare vouchers (we only accept cash in exceptional circumstances). We are registered with the following childcare voucher companies: Computershare; Kiddivouchers; Sodexo; Fideliti; Care 4; Edenred; RG Childcare; B&NES and Fair Care

Please make cheques payable to 'Stanbridge Out of School Club CIO' or bank transfers to (please use your child's name as a reference):

Bank name: HSBC Downend
Account name: Stanbridge Out of School Club
Sort Code: 40-14-21
Account no: 61228129

Illness or Absence from OSC

Please contact the OSC manager ASAP if your child will not be attending the OSC for any reason, to avoid staff waiting after school to collect your child. There are no reductions for holidays taken during school term time. We will reduce fees by 50% for school residential trips, providing that you notify the Admin Assistant at least 2 weeks in advance in writing.

Late collections

If you are likely to be late collecting your child, please ring the club so that we can arrange for 2 of the play workers to be kept on. A charge of £7.50 will be made between 5.45 and 6pm. After 6pm, a charge of £10 per 15 minutes will be made. These should be paid at the end of the week to which they relate.

Notice of leaving

You must give 4 weeks written notice when your child leaves the club. If you leave before this period and the space cannot be filled, you will be liable for fees in full until the end of that 4-week period.

- ▶ I have paid the annual registration fee for my family
- ▶ I agree to pay my fees promptly. If I am unable to pay my fees by the due date, I will let the admin assistant know, arrange a written payment plan and make payments as agreed. I understand that my child may forfeit their place if I do not pay my fees on time.
- ▶ I understand that the Club cannot accept responsibility for my child's possessions whilst attending the club.

Signed.....Print Name..... Date.....

Gift Aid on Membership Fee

If you are a UK tax payer, we can reclaim 25% of your membership fee (£2.50 in 2015) as gift aid from HMRC. Please sign below to confirm that you have paid or will pay at least £2.50 tax in the current UK tax year when this form was signed and that you are happy for Stanbridge OSC CIO to reclaim that as gift aid. Thank you.

Signed.....Print Name..... Date.....