

## Mr H Out of School Club Contract Form

This will form the basis of a legal contract with Mr H Out of School Club Childcare to provide care from September to July each year (a 39-week period).

Summary information (COMPULSORY)	
Club name:	
Child's full name:	Male/female
Date of birth:	Age:
Address:	Postcode:
School attended:	Class:
School finish time:	

Parents/carers contact details (COMPULSORY)	
Name of parent/carer:	
Daytime telephone number:	
Evening telephone number:	
Email:	
Emergency contacts (COMPULSORY) Please note these persons must be able to collect your child before 6pm when you are unable to collect. A password helps any persons collecting who are not on this form to collect your child in cases of emergency.	
Name of emergency contact:	PASSWORD:
Daytime/evening & mobile telephone number:	

**Booking your child into the club(s) - Each child requires a Membership contract.** (Please indicate which day(s) you wish your child to attend. If you need to change your booking you need to use a **Change of Contract form** and have the change agreed with your club manager – **if children are absent or take holiday during term time these days will be charged**).

**(Please note it is the parent's responsibility to make staff aware of any changes to collection. If staff are not informed of any changes other than what is on the form staff will not allow your child to leave the premises**

Day	Breakfast Club	Afterschool Club	Method of payment i.e. BACS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Any additional information:	

<b>Collection arrangements (COMPULSORY)</b>	
I will be the main person collecting my child from the club:	
Name:	Relationship to the child:
Please note below the details of another person(s) who are authorised to collect your child from the club.	
<b>Contact person 1 (COMPULSORY)</b>	
Name:	Relationship to the child:
Address:	Postcode:
Daytime/Mobile telephone:	
<b>Contact person 2 (COMPULSORY)</b>	
Name:	Relationship to the child:
Address:	Postcode:
Daytime/Mobile telephone:	
<b>Medical information and special educational needs (SEN) (COMPULSORY)</b>	
Doctors name:	
Doctors address:	
Doctors telephone number:	
Does your child have any known illnesses or allergies? If yes, please detail	
Does your child have any special dietary requirements? If yes, please detail	
Is your child on regular medication? (If your child has been prescribed an epipen it must be given to the club manager so we can treat anaphylaxis swiftly. Unfortunately, to protect the welfare of your child, we will have to refuse attendance until we receive one). If yes, please detail	
Does your child require assistance with administering their medication?	
Does your child have any specific, or special needs? If yes, please detail	
Does your child have a Statement of Educational Needs (SEN)?	

	Name and contact details of Attached Social Worker (COMPULSORY):	
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### Consent requests

It is a requirement that we gain individual consent for children. Please read the consent requests below and indicate and sign as appropriate.

<b>Consent for taking photographs or videos (VOLUNTARY)</b>	
I give permission for Mr H Out of School Club Childcare to take photographs or videos of my child to use on Mr H Out of School social media or for use in marketing materials.	
I give permission/I do not give permission* for Mr H Out of School Club Childcare to take photographs or videos of my child to use on Mr H Out of School Club social media or for use in marketing materials. (*delete as appropriate)	
Signed:	Date:
<b>Consent for administering medication (COMPULSORY)</b>	
Should your child need to take medication which has been prescribed by your GP, we will need your consent to allow Mr H Out of School Club Childcare staff to administer the medication while in our care.	
I authorise/I do not authorise* Mr H Out of School Club Childcare staff to administer medication (*delete as appropriate)	
Signed:	Date:
<b>Consent for allergic reaction medication (COMPULSORY)</b>	
If while at a Mr H Out of School Club Childcare, your child has an allergic reaction to something, Mr H Out of School Club Childcare will administer antihistamine to ensure that your child avoids development into a more serious stage.	
I consent/I do not consent* to my child being administered with medication if they show signs of an allergic reaction while in the care of Mr H Out of School Club Childcare (*delete as appropriate)	
Signed:	Date:
<b>Consent for emergency medical treatment (COMPULSORY)</b>	
I consent/I do not consent* to my child undergoing any emergency medical treatment necessary during the running of the club (*delete as appropriate)	
Signed:	
I authorise/I do not authorise*(*delete as appropriate) Mr H Out of School Club Childcare staff to sign any written form of consent required by hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.	
Signed:	Date:
<b>Consent for sun protection (VOLUNTARY)</b>	
As a club, we spend a lot of time in the outside area. Sometimes it is necessary to provide the children with sun protection.	
I authorise/I do not authorise* Playworkers to administer sun protection on my child (*delete as appropriate)	

Signed:

Date:

### Getting the most out of your club

We aim to promote a fun and caring environment for all our children. We understand that each child is an individual and we value their individuality. To help us to know your child better so that we can ensure an excellent quality of care, we would like you to complete the sections below:

<b>Your child (VOLUNTARY) Like and dislikes</b>
In this section you will have an opportunity to provide us with a detailed picture of your child as an individual such as specific likes and dislikes (for example: what they enjoy doing (activities and games); what they like to eat).  .
<b>Cultural, Gender and religious needs (VOLUNTARY)</b>
Does your child have any specific cultural, gender and/or religious needs we should be aware of? (Foods etc.)  
<b>Detailed medical information (VOLUNTARY)</b>
Is there any further medical information you wish to inform us of? Information such as: is your child awaiting a specialist referral.  
<b>Terms and conditions (COMPULSORY)</b>
<b>This Membership Contract and The How to Use Your Club Guide will form the basis of a legal contract to access services from Mr H Out of School Club Childcare. Changes to your contract can be made using our Change of Contract form which you can find in your club. Four weeks' notice is required to terminate your contract. Payments should be made in advance and a fee of £10 for late payment may apply. Any unpaid fees will be forwarded to a Debt Management agency for collection. As a small organisation we are unable to sustain the business unless payments are made in advance.</b>  All the information provided on this form will remain confidential in accordance with Mr H Out of School Club Childcare's Confidentiality Policy and Data Protection (ICO) and General Data Protection Register 2018 (GDPR). Please read our Privacy Policy (a copy is in your club).
<b>I have read the above consent requests and I have marked them as appropriate.</b>
Signed: _____ Date: _____
<b>I have read and agree with the terms and conditions for using Mr H Out of School Club Childcare services.</b>
Signed: _____ Date: _____