



Manager: Mrs Liz Baldwin  
mail: happydays@lowerdarwen.blackburn.sch.uk  
Telephone: 07971946760

Information recorded here is kept confidential – see data protection policy

Child's personal details: Full name of child: .....

Date of Birth: (day/month/year) ..... Gender: Male Female

Child's Home address:

.....

.....

.....Postcode: .....

Telephone contact: Home :.....

Mobile:.....

Work: .....

E-mail : .....

Full names:

Parent/Carer 1

Parent/Carer 2

Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

**Details of persons authorised to collect child or who can be contacted in**



Other spoken language

**Child's ethnicity:**

- White
- Black/Black British
- Mixed/multiple ethnic groups
- Other ethnic group
- Asian/Asian British

Child's Religion: .....

**Child's medical information/individual needs:**

Name of doctor:.....

Name of health visitor:.....

Doctor's surgery and address:.....

.....

Postcode:.....

Doctor's telephone number:.....

Known medical conditions, allergies, special dietary and health needs:

- Yes
- No

If yes, please give details:.....

.....

Details of any medication being used:.....

.....

Has your child received a tetanus injection in the last five years ?

- Yes
- No

To the best of your knowledge has your child been in contact with any

Contagious or infectious diseases, or suffered anything that may be, or become contagious or infectious?

- Yes       No

If yes, please give details.....

.....

Any other relevant information we should be aware of? birthmark/asthma

.....

**I undertake to inform the Manager of After School Club at Lower Darwen School as soon as possible of any change in medical and/or any other relevant circumstances.**

Signed; Parent/carer: .....Date: .....

Signed: Happy Days Manager.....Date :.....

**Arrangements in the case of sickness and/or any emergency:** Lower Darwen Primary After School Club 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 Lower Darwen Primary School After School Club 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 Lower Darwen Primary School After School Club taking such action in your absence:

I (print name) ..... give my consent to Lower Darwen Primary School After School Club administering basic first aid (of which a written record will be kept). Signature of parent/carer:.....

Date: .....

I (print name) ..... give my consent to Lower Darwen Primary School After School Club 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:.....

### **Permission for use of Sun cream**

During the hot weather, please send in your child's sun lotion clearly labelled with your child's name as well as a completed consent form

Also please sign your consent below for staff to apply further sun cream during very hot weather.

### **Parental Consent**

Name of child : .....

I give my consent for a member of Lower Darwen Primary School After School Club staff to apply and/or re-apply sun cream to the named above child.

Signed: Parent/carer: .....

Date: .....

Signed: After School Club Manager.....

Date ; .....

### **Photographs and videos:**

The issue of child safety is taken very seriously at Lower darwen Primary School. This includes the use of images of pupils. These may be used for display purposes within the school.

We ask that Parents consent to Lower Darwen Primary School After School Club taking and using photographs and images of their children. We will never include the full name of the pupil alongside an image.

We/I give permission for my child to be photographed

## **Outdoor Activities - within the school grounds at Lower Darwen Primary School**

From time to time the After School Club at Lower Darwen Primary School may take the children on short supervised outings, the school hall, the school enclosed playground and field.

We/I hereby give permission for my child to be taken on outings within the enclosed school grounds, the school hall, the school enclosed playground and field.

Signed: .....Parent/Carer      Date: .....

Signed: .....After School Club Manager      Date .....

## **Fees at After School Club at Lower Darwen Primary School**

The cost of each session will be:

After School Club session: £7.00 (snack provided)

In order to forecast numbers and plan staffing ratios carefully, a minimum of a week's notice is required for attendance at Lower Darwen Primary School After School Club. However, regular fees will need to be paid each month and 4 weeks written notice is required if the place at Lower Darwen Primary School After School Club is no longer required or the number of sessions the child attends is to be reduced.

In the event of absence without notice or illness, occasional days off and parental holidays, or closure of Lower Darwen Primary School due to an unforeseen event payment of the full session is required.

Parents/carers are advised to speak to After School Club Manager about payment of fees in cases of prolonged absence.

**A child's continued place at After School Club at Lower Darwen Primary School is dependent on continued payment of fees.**

**Registration:**

(Name of child)..... to start on:  
..... for ..... number of  
sessions/days per week.

**Operational hours:** These are during school term dates only and **exclude Inset days** at Lower Darwen Primary School

Evening session: 3:30 –6.00p.m    Mon    Tues    Wed    Thurs    Fri

Monthly fees are: .....

Signed: .....Parent/Carer    Date :.....

Signed: .....After School Club Manager

Date :.....

**Please note that:**

\* Lower Darwen Primary School After School Club reserves the right to amend the terms/conditions and registration fees at any time.

\* It is our policy that everyone who attends, works in or visits Lower Darwen Primary 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 Lower Darwen Primary School After School Club welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to 1.Mrs Liz Baldwin, After School Club Manager 2. The Head teacher at Lower Darwen Primary School 3. Deputy head teacher at Lower Darwen Primary School and/or read the complaints policy and procedure.

**Agreement between parent(s)/carer(s) and After School Club at Lower Darwen Primary School:**

\* I understand that by completing and signing this contract.

\* I agree to meet the terms and conditions of Lower Darwen Primary School.

\* 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 Lower Darwen Primary School immediately I am informed that he/she is unwell.

\* I agree not to send my child to Lower Darwen Primary School After School Club 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 After School Club Manager :

..... Date.....

**Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure at Lower Darwen Primary School.**

This contract was passed for use in Lower Darwen Primary School After School Club

On: By:

Position: