

OUT OF SCHOOL CLUB REGISTRATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS & RETURN TO RECEPTION

Child's Name (in full):		Male / Female:	
Date of Birth:		Age:	
Address:		School attended:	
Name of Parent / Guardian:		Post Code:	
Full Home Tel No:		Mr/Mrs/Miss/ Ms:	
Work Tel No:		Mob No:	
Email Address:			

COLLECTION ARRANGEMENTS

Please detail below any other person(s) authorised to collect your child from club:

Please note that children under the age of 12 must be collected by an adult. If your child is not collected and no contact has been made within 45 minutes, the police will be contacted by staff.

1. Name:		Relationship to Child:	
Mobile No:		Full Tel No:	
2. Name:		Relationship to Child:	
Mobile No:		Full Tel No:	

EMERGENCY CONTACTS

Please detail below any other person(s) authorised to be contacted in an emergency situation:

Name & Relationship:		Mobile No:	
		Full Tel No:	
Name & Relationship:		Mobile No:	
		Full Tel No:	
Name & Relationship:		Mobile No:	
		Full Tel No:	

MEDICAL INFORMATION & ADDITIONAL SUPPORT NEEDS

Please make sure you make the TEAM aware if your child has any medical conditions or additional support needs

Doctor's Name:			
Doctor's Address:			Tel No:
Does your child have any known illnesses or allergies:	Yes		No
If yes, please detail:			
Does your child have any special dietary requirements?	Yes		No
If yes, please detail:			
Is your Child on any regular medication?	Yes		No
If yes, please detail:			
Does your child require help with administering the medicine?	Yes		No
Does your child have any particular or additional support needs?	Yes		No
If yes, please detail:			
Does your child have an Individual Educational Plan (IEP)? (If yes please provide a copy)	Yes		No
If your child or family have an attached Social Worker, please give their name & contact number:			
Is there any food or drink you do not wish your child to have?			
Please indicate any activities in which you do not wish your child to participate in:			
What games and activities does your child enjoy participating in?			

OTHER RELEVANT INFORMATION

Please use the space below to provide any other information you feel may be relevant:

MONITORING INFORMATION

Please indicate ethnic group (as appropriate)

Chinese		English		Greek	
Indian		Irish		Polish	
Scottish		Welsh		Other	

CONSENT REQUESTS

	Yes	No
I consent to my child undergoing any emergency medical treatment necessary during the running of the club.		
I authorise the play staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the Doctor to endanger my child's Health & Safety.		
I consent to my child's photo / video to be taken.		
I consent to my child's photo / video to be used for promotional material and local newspapers.		
I consent to my child being transported to and from school with the GSC minibus or walking with staff.		
I consent to my child having short trips or visits off the premises with the use of the GSC minibus or walking with staff.		

A MEMBERSHIP FORM DOES NOT GUARANTEE A BOOKING. PLEASE REMEMBER TO BOOK YOUR CHILD'S PLACE BY CONTACTING RECEPTION.

TERMS AND CONDITIONS

- Please remember to take your swipe card at all times
- Bookings are **NON REFUNDABLE** but may be transferable to another class
- It is the parents responsibility to update the centre if there are any changes to this form
- By signing this form, you agree to all terms and conditions

Please note that if your application for membership is accepted, this membership form will act as the basis of your contract with the club.

All information provided on this form will remain confidential.

I have read the above consent requests and have marked them as appropriate.
I agree to the Terms and Conditions as detailed.

Signed: _____

Date: _____

FOR OFFICE USE ONLY

Date

- Special dietary requirements noted on Diet Summary Section
- Allergies noted on Allergy Summary Sheet
- Medicine Administration Form completed, where applicable
- Team members instructed in administration of medicine, where required
- Copy of form filed

NOTE ANY CHANGES TO THIS CONTRACT BELOW

Date

Nature of Change

Garioch Sports Centre, Strathburn Park, Burghmuir Drive, Inverurie, AB51 4GY

Tel: 01467 626141

www.gariochsports.co.uk

info@gariochsports.co.uk

ALL ABOUT ME

My name is - _____.

Today's date is _____.

I am a boy / girl

I am _____ years old

I have _____ brothers and _____ sisters

I like _____.

I don't like _____.

I go to _____ School.



BOOKING & PAYMENT POLICY

Booking

As set by the Care Inspectorate we are registered to take 62 children at any one time. The number of places is set according to accommodation available, the age of the children and the required staffing ratios.

To ensure quality and fairness of all bookings the following procedure will be adhered to:

Children wishing to attend the club must have a **completed booking form handed in before the start of each month**. If not, this may result in your child not getting a place. You can only book your child in if payment is made, i.e. if you pay weekly you can only book in for the week you have paid.

Allocation of space is based on the following criteria:

- Priority given on a first come first served basis
- Working parents
- Those returning to work or further education
- Referrals from Social Work / Health Visitors.

If a child has been booked in for the club and is unable to attend or will not be attending, contact with the centre in advance needs to be made to let us know by texting the OOSC cancellation number on 07340 641537.

You will **not** be able to book children in **over the phone**, unless under the discretion of management.

If a child who is booked into the club does not attend for whatever the reason, then the fees still have to be paid. However if **notice is given 48hours before**, as stated in the cancellation policy it will be put on the child's account and has to be transferred to pay another day of out of schools/camp **within a month** of the cancellation. Refunds will only be given at the centres discretion.

If a child is to be permanently withdrawn from the Club a minimum of two weeks notice in writing must be given.

Payment

Payment for bookings is to be made in advance at the time of the booking. You can only book in what you pay for in advance.

The following are accepted as methods of payment:

- **Credit/Debit Cards**
- **Childcare vouchers** (*proof of being registered with a voucher provider must be shown initially and be paid within 7 days of booking, or your place will be lost*)
- **Cheque**
- **Cash**