



## Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended:	First language:

**Parent/Guardian details**

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details )</i>					

**Emergency Contact Details** *(Holiday Club only, please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

**Child's Doctor** *(Holiday Club only)*

Name of Doctor:	
Address:	Telephone:

**About your child**

Please detail any additional/special needs your child has: <i>(continue on separate paper if necessary)</i>
Please detail any dietary requirements / food allergies: <i>(continue overleaf if necessary)</i>
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

<p><b>I do/do not give permission for my child to watch PG films (Holiday Club only)</b></p> <p><b>I do/do not give permission for my child to be taken off site in supervised activities (Holiday Club only)</b></p> <p><b>I do/do not give permission for my child to use face paints, temporary tattoos etc.</b></p>
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Signature of Parent/Guardian	Date:
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## Agreement

Please read the following statements and sign the declaration and return to the office or to a member of the Beehive team.

### **1) General**

- I. I agree to my child attending Beehive club at Bishops Down School.
- II. I agree that during school hours I will email the Beehive with any queries or amendments. I understand that failure to do so will result in being charged for pre-booked places.
- III. I agree that if my child is absent from school, I will inform the School Office if they were due at Breakfast or After School Club. I understand that failure to do so will result in being charged for pre-booked places.
- IV. I agree that if my child is absent from Holiday Club, I will contact The Beehive on the school number by 9.00am. I understand that failure to do so will result in being charged for pre-booked places.
- V. If for any reason I find I am unable to collect my child I will contact the club as soon as possible to make alternative arrangements.

### **2) Expectations**

- I. I agree that my child will be expected to play safely and within boundaries advised by staff. Should my child repeatedly behave in an inappropriate manner I accept that I may be asked to collect my child from the club.
- II. Should any issues arise I agree to meet and discuss them with the Beehive Manager at a mutually convenient time.

### **3) Medical**

- I. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatments, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

### **4) Financial**

- I. I agree to give at least 7 days' notice if cancelling a place in any Beehive club, including After School Club tea, in order to receive a refund. I understand that failure to do so will result in being charged for pre-booked places. Exceptional circumstances will be at the discretion of the Beehive Manager or Bursar.
- II. I will collect my child from the After School Club and Holiday Club by 6:00pm at the latest. I understand that failure to do so will result in being charged an initial £2.00 penalty, and then for every 15 minutes after 6:00pm at the cost of £5.00. Exceptional circumstances will be at the discretion of the Beehive Manager or Bursar.
- III. In the circumstances where my child goes to an after school activity and then attends The Beehive, I accept that I will be charged for the price of the full session booked, including their time spent in the after school activity. This is in the event that if an activity is cancelled the child's place will have been reserved.
- IV. I understand that the minimum period of time that can be booked in After School Club is 1 hour. It is not possible to book in half hour slots.
- V. I will pay my fees promptly at the time of booking a place and should there be any issues, discuss it promptly with the Beehive Manager, the Bursar or the Headteacher.
- VI. If for any reason I should fail to pay my fees at the time of booking ( unless paying via Childcare vouchers ) , I accept that the following procedure will be applied:
  - i. Two weeks after the initial booking, an informal reminder for payment will be sent.
  - ii. Failure to respond to this reminder within two weeks will result in formal procedures commencing.
  - iii. Failure to respond after formal procedures will result in my child no longer being able to attend any Beehive clubs, including school discos.

Childs Name \_\_\_\_\_ Year Group/Name \_\_\_\_\_

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_